

Checklist for Marketing Lease-Up/Non-Marketing Rent-Up Costs and FF&E	
Requests on an OSS not approved by IHDA's field rep, will be rejected, and draw revised.	
Marketing Lease-Up **Email to IHDA 15-30 days prior to submitting draw**	Allowable Costs: Marketing of development, advertisement, signage, brochure, newspaper ad, PR events, tenant prospecting, admin cost/telephone, stationery, office/cleaning supplies postage, rental Office, display/furnishings, model, payroll, travel, project related landline
Invoices	Dated, vendor name/address, with Project Name, circle item to be paid. Invoices/backup-indicate if FF&E installation--need field rep to inspect at site visit, prior to adding to draw request
	Include copy of brochure, signage, logo, newspaper ad, picture of PR event
Reimbursable	Cancelled check with back or bank statement with cancelled check made out to vendor, receipt with credit card statement or, wire confirmation showing account holder and payee
Payroll/reimbursable	Invoices, name of employee, date of events, summary of scope of work, proof of payment—cancelled check w/ back if reimbursable, automatic payroll deposit summary or paychecks/pay stubs
Notarized Affidavit	In cases where proper backup is not possible; a notarized affidavit is needed--affidavit must identify--Name of employee, date of events, summary of scope of work, as documented proof of payment
Travel, Mileage	Name employee, date of event as it relate to project, circle item to be paid
Marketing Lease-Up Check Request	List items to be paid as indicated on Marketing Request excel spreadsheet
OSS-Owner's Sworn Statement	Marketing/Leasing amount to be paid matches the Marketing Request excel spreadsheet
Non-Marketing Rent-up Costs	Covers operating expenses incurred 2 months prior to construction completion through stabilization (4 months).
Email to IHDA 15-30 days prior to submitting draw	Allowable Costs: Non-operating expense, service contracts, installation, qualified repairs, rentals, utilities*, cleaning supplies, postage/printing, payroll-clerical, maintenance
Invoices – Include summary of all items	Invoices/backup-indicate if FF&E installation--need field rep to inspect at site visit, prior to adding to draw request
	Dated, vendor name/address, with Project Name, circle item to be paid
Reimbursable	Cancelled check with back (see Marketing Lease-Up)
Notarized Affidavit	In cases where proper backup is not possible (see Marketing Lease-Up)

*When general contractor turns project over to property owner, **utilities** are paid by the owner and are not reimbursable. Two months after turnover, P&L may be required to substantiate losses/expenses.

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FF&E	An asset goes into the FF&E category if it is used by a business to conduct its normal, daily operations. FF&E items must be on site for inspection by IHDA's field rep. Invoices must be sent to Field Rep 30 days prior to being placed on draw.
FF&E email to IHDA 30 days prior to submitting draw	
	If IHDA receives an FFE request on an OSS that has not been approved by IHDA's field rep, IHDA will reject the draw and request a revision.
	Allowable Costs: Furniture, fixtures, equipment, desks, chairs, computers, electronic equipment, tables, bookcases and partitions, etc.
Invoices – Include summary of all items	Invoices /backup need Project Name, check request lists each item, and noted as FF&E
Reimbursable	Cancelled check with back (see Marketing Lease-Up)

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