### 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**

<table>
<thead>
<tr>
<th>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</th>
</tr>
</thead>
</table>

**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

**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

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#### Non-Marketing Rent-up Costs

**Email to IHDA 15-30 days prior to submitting draw**

<table>
<thead>
<tr>
<th>Allowable Costs: Non-operating expense, service contracts, installation, qualified repairs, rentals, utilities*, cleaning supplies, postage/printing, payroll-clerical, maintenance</th>
</tr>
</thead>
</table>

**Invoices**

Invoices/backup-indicate if FF&E installation—need field rep to inspect at site visit, prior to adding to draw request

**Reimbursable**

Cancelled check with back (see Marketing Lease-Up)

**Notarized Affidavit**

In cases where proper backup is not possible (see Marketing Lease-Up)

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*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.*
### 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.

| 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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