**[MOHCD LETTERHEAD]**

[Date]

[TCAC Executive Director Name]

Executive Director

California Tax Credit Allocation Committee

915 Capitol Mall, Room 485

Sacramento, CA 95814

**RE: Application for Tax Credit Allocation;**

**Issuer Verification and Tax Credit Determination Request**

**Project Name: [Project Name from CDLAC Application]**

**Project Address: [All Applicable Addresses], San Francisco, CA [ZIP]**

**Applicant: [Borrower Name]**

[Executive Director Name]:

I am writing on behalf of the City and County of San Francisco (the “City”)—in its capacity as issuer of the tax-exempt securities to be issued in connection with the above-referenced project (the “Project”)—to verify certain information and request a determination regarding tax credit eligibility.

Issuer Verification

Pursuant to Section 10326(e)(2) of Title 4, Division 17 of the California Code of Regulations, as well as Internal Revenue Service Final Regulations (TD 8520) IRC Section 1.42-8(b)(4), the City hereby verifies the following information related to the Project:

1. The City approved Resolution No. [BOS Resolution #] on [Mayor Approval Date] approving up to $[Amount of BOS Resolution] in tax-exempt financing for the Project.
2. An application for tax-exempt allocation in the amount of $[CDLAC Application Amount] was submitted to the California Debt Limit Allocation Committee (“CDLAC”) on [CDLAC Application Date].
3. Based solely upon information provided by the above-referenced Applicant, the percentage of aggregate basis of the buildings, and the land on which the buildings will be located, that is financed with the proceeds of obligations described in IRC Section 42(h)(4)(A) (the “Tax-Exempt Bonds”) is expected to be [Basis Percentage]%.
4. Contingent upon CDLAC's award of an allocation for the Project, the City expects to issue the Tax-Exempt Bonds in [Month and Year of Closing].

Tax Credit Determination Request

Pursuant to §10326(d) of Title 4, Division 17 of the California Code of Regulations, the City hereby requests that the California Tax Credit Allocation Committee (“CTCAC”) determine the Credit amount for the Project. Furthermore, the City hereby accepts and relies solely upon CTCAC's Tax Exempt Reservation letter issued to the Project as the City’s own determination of the Project's financial feasibility and its viability as a qualified low-income housing project throughout the credit period for the purpose of IRC Section 42(m)(2)(d).

Should you have any questions regarding the verification or request above, please feel free to contact [Program Manager Name], MOHCD’s bond program manager, by phone at [Phone #] or by email at [Email Address].

Sincerely,

[MOHCD Director Name]

Director

cc: [Program Manager], MOHCD

 [Project Manager], MOHCD

[Project Sponsor Contact Name 1], [Project Sponsor 1]

[Project Sponsor Contact Name 2], [Project Sponsor 2]