



# sample partnership agreement summary page

A Partnership Agreement summary page is required per the QAP checklist. This document is a sample for your convenience. Please use additional lines as needed to indicate the correct page numbers. Provide the page numbers shown in the PDF reader application you are using (Acrobat, PDF-XChange Editor, etc.) and not the page numbers shown on the face of the document.

required information	pdf page number
Partnership Name. The name must match Entity formation documents including commas	
Tax ID number or copy of IRS issued EIN	
Partners' equity contributions and pay-in schedule	
Federal Tax Credit amount	
Federal Tax Credit equity pricing	
State Tax Credit amount	
State Tax Credit equity pricing	
Developer Fee amount	
Deferred Developer Fee details including date-certain repayment. The Development Agreement must be included if the Deferred Developer Fee details are not included the Partnership Agreement	
Minimum Operating Reserve requirements. The agreement must state the amount of the operating reserve and the amount must equal or exceed the operating reserve approved by CHFA	
Detail of all Funding Sources and Loans	
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