

NEF Required Documents from Project Partnerships

Mark with an
"X"
if included or
"N/A" if not
applicable

ALL PROJECTS:	
1	Financial statements, including final, signed independent auditors' report
2	Federal and state income tax returns, including schedule K-1's
3	Most recent peer review report for CPA
4	CPA Independence Letter (see sample on NEF YE Reporting website), addressed to KPMG & Novogradac (NOT to NEF), final, signed, on CPA letterhead ** must include standard reference to AICPA Rule 101
5	Audit Engagement Letter
6	CPA Management Letter detailing reportable conditions, final, signed, on CPA letterhead
ADDITIONAL REQUIREMENTS FOR CPAS REQUIRED TO SUBMIT WORKPAPERS TO NEF, INC. FOR SELECTED PROJECTS:	
7	Analytical Review and supporting documentation
8	KPMG LLP Over-Audit Questionnaire ** ALL questions must be answered and questionnaire must be signed. Attach any relevant additional information
9	Schedule of audit adjustments (recorded or not), including a description of the nature and cause of each misstatement
10	Management Representation Letter, signed by management
11	Impairment calculation (if applicable)
ADDITIONAL REQUIREMENTS FOR PROJECTS TAKING FIRST YEAR CREDITS AND UNDERGOING LEASE-UP IN CURRENT YEAR:	
1	Project rent-up schedule or rent-roll (building by building) showing date each apartment was occupied by eligible tenants
2	Final cost certification for eligible project costs and Form 8609s, if available
3	Detail of eligible basis of project by building
4	First Year Lease-Up Worksheet with calculation of first year credits
5	Analysis of LP capital account identifying any 704(b) issues, considering minimum gain in the calculation and analysis