



VHFA Developers <> Builders Patch

Pre-Application Training



Phase I: Pre-application

Pre-application link & Creating a profile

builders patch

Welcome

Log in to Builders Patch to continue to api.builderspatch.com.

Email address*

Continue

Don't have an account? [Sign up](#)



builders patch

Welcome to Builders Patch

Before accessing the application form, set up your profile.

First name: Olivia

Last name: Lee

Company name: VHFA Developer

Company website: Company website

I would like to claim this email domain (@builderspatch.com) as my company's own. I understand that any new user signing up with an email from that domain will automatically be included as part of my company on Builders Patch. (Optional)

By signing up, I accept the Builders Patch [Terms of Service](#) and [Privacy Policy](#).

Create profile

Make sure to click "Sign up"

1. Pre-application link can be found on the [VHFA website](#)
2. Create your profile
3. Claim your domain - all users with the same domain will be part of the same company. This allows collaboration on a pre-application.
4. Verify email address
5. Return to homepage



Intake: Pre-application

Pre-application

← INTAKE

Sample Intake

Application: VHFA Pre-application. Last saved 11:09am Jan 08, 2026 by BP Support

Housing Credit - Pre-Application

Pre-applications are required for Ceiling Credits, Bond Credits, and State Rental Credits.

Project Details

Project Name	REQUIRED <input type="button" value=""/>
Address	REQUIRED <input type="button" value=""/>
City	REQUIRED <input type="button" value=""/>
State	REQUIRED <input type="button" value=""/>
Zipcode	REQUIRED <input type="button" value=""/>
Number of Units	REQUIRED <input type="button" value=""/>
Construction Type	REQUIRED <input type="button" value=""/>
Property Type	REQUIRED <input type="button" value=""/>

Documents Required

Documents must be sent as PDF files with the exception of the pro forma, which should be sent as an Excel file. Please contact [Development staff](#) (Developmentdept@vhfa.org) with questions. Additional information about the pre-application meeting can be found in the [QAP](#).

1. Fill in Pre-application form
 - All drafts are saved
 - Borrower will have their own applicant dashboard and overview
2. Borrower submits intake form
3. Borrower is unable to edit submitted forms



Full Application Application Portal

The screenshot shows the 'Collaborator's dashboard' of the application portal. At the top, there are buttons for 'Home' and 'My tasks', and a notification bell with the text 'A Non paying customer'. Below this is a section for 'Applications' with three items: 'ABC Apartments' (DRAFT), 'BAC Apartments' (SUBMITTED), and 'CBA Apartments' (SUBMITTED). Each item has a 'Visit website' or 'Request a product demo' button. A 'Checklists' section follows, showing five checklists shared with the user, each with a title, description, and a progress bar. At the bottom, a grid displays six project cards: 'North Shore Capital Senior Apartments' (Seattle, 100 units), 'Grove Street Housing Rose Senior Apartments' (Missoula, 79 units), 'Grove Street Housing West Street Apartments' (Bozeman, AZ, 20 units), 'North Shore Capital Tewood Apartments, LLC' (Seattle, 20 units), 'North Shore Capital Oakwood Apartments' (Boston, MA, 133 units), and 'New York City Housing Development Corporation Westlake Apartments' (East Syracuse, New York, 190 units). Each card includes a building icon and labels for 'COLLABORATOR', 'APPLICATION', 'ASSET MANAGEMENT', 'CONSTRUCTION', and 'UNDERWRITING'.

1. VHFA team will receive submission on their portal
2. VHFA can choose to
 - Archive
 - Inactivate
 - Approve → Move to deal pipeline



Additional Information

Q&A Session

- Pre-applications will be open on January 23
- Applications close on January 30

For a copy of the presentation, please enter your email address in the zoom chat.

Feel free to contact olivia@builderspatch.com or support@builderspatch.com for any questions on the application process or the platform.

For a full demo of the Builders Patch platform, you can schedule a meeting with sofia@builderspatch.com here:
<https://meetings.hubspot.com/sofia-azham/discovery>