



VHFA Developers <> Builders Patch

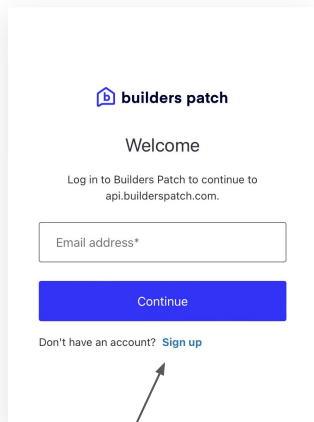
# **Pre-Application Training**

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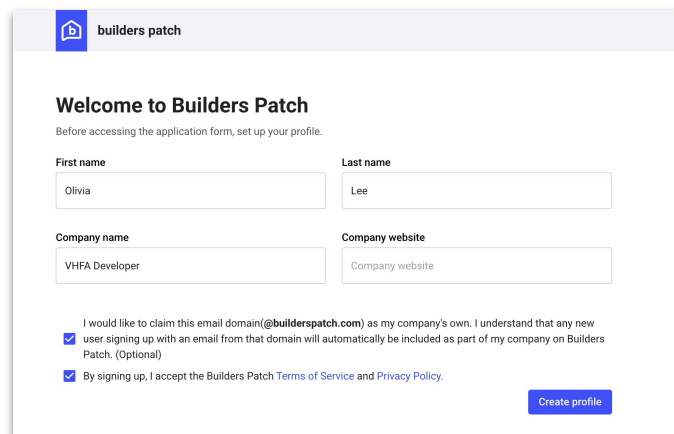


## Phase I: Pre-application

# Pre-application link & Creating a profile



The image shows the 'Welcome' screen of the Builders Patch application. At the top, it says 'builders patch' with a house icon. Below that is 'Welcome' and a message: 'Log in to Builders Patch to continue to api.builderspatch.com.' There is an input field for 'Email address\*' and a blue 'Continue' button. At the bottom, it says 'Don't have an account? [Sign up](#)'. An arrow points from the 'Sign up' link to the 'Create profile' button on the next screen.



The image shows the 'Welcome to Builders Patch' screen. It has a header with the Builders Patch logo and name. Below is the title 'Welcome to Builders Patch' and a subtitle 'Before accessing the application form, set up your profile.' There are four input fields: 'First name' (Olivia), 'Last name' (Lee), 'Company name' (VHFA Developer), and 'Company website' (Company website). Below these fields are two checkboxes: '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)' and 'By signing up, I accept the Builders Patch Terms of Service and Privacy Policy.' Both are checked. A blue 'Create profile' button is at the bottom right.

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

Make sure to click "Sign up"



## Intake: Pre-application

# Pre-application

← INTAKE

**Sample Intake** [Edit name](#)

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

[Save draft](#) [Submit intake](#)

### Housing Credit - Pre-Application

[INSTRUCTIONS](#)

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

▼ Project Details

Project Name	REQUIRED <a href="#">✎</a>
Address	REQUIRED <a href="#">✎</a>
City	REQUIRED <a href="#">✎</a>
State	REQUIRED <a href="#">✎</a>
Zipcode	REQUIRED <a href="#">✎</a>
Number of Units	REQUIRED <a href="#">✎</a>
Construction Type	REQUIRED <a href="#">✎</a>
Property Type	REQUIRED <a href="#">✎</a>

▼ Documents Required

[Help center](#) [INSTRUCTIONS](#)

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 [OAP](#).

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 a web application interface for a 'Collaborator's dashboard'. At the top, there's a navigation bar with 'Home' and 'My tasks'. Below this, the dashboard is divided into several sections:

- BUILDERS PATCH**: A header section with 'Collaborator's dashboard' and two buttons: 'Visit website' and 'Request a product demo'.
- Applications**: A section titled '3 applications accessible to you'. It contains three cards for 'ABC Apartments', 'BAC Apartments', and 'CBA Apartments', each with a 'My application 1' button and a submission date.
- Checklists**: A section titled '5 checklists shared with you'. It contains five cards for various checklists like 'Pre-application Checklist', 'Supplemental Checklist', 'Full Application Checklist', and 'Full Application Checklist', each with a status indicator and a 'My application 1' button.
- Property Listings**: A grid of seven property cards, each with a building icon, a title, and a brief description. The properties are: 'Senior Apartments', 'Rose Senior Apartments', 'West Street Apartments', 'Teawood Apartments, LLC', 'Oakwood Apartments', and 'Westlake Apartments'.

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](mailto:olivia@builderspatch.com) or [support@builderspatch.com](mailto: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](mailto:sofia@builderspatch.com) here: <https://meetings.hubspot.com/sofia-azham/discovery>