DEVELOPMENT NAME				MHDC #											
BORROWER				UNDERWRITER											
DEV	ELOPER CONTACT NAME, PHONE # AND EMAIL														
	OC LEGAL DEPARTMENT CONTACT PERSON Christine Snell – csnell@mhdc.com – 816-75	0-686N													
WITTE	C ELOAL DEL ARTIMENT CONTACTI ERSON CHIISHIE SHEII - CSHCHE HINGCCOII - 010-75	<i>y</i> -0000			MHDC APPROVAL/MHDC USE ONLY										
	MILIDE AT ROVALIMING COLUMN CO														
	SEND ALL CONVERSION DOCUMENTS TO LEGAL DEPARTMENT CONTACT					_			>	En	C				
		R	Co			Årch	Z		1an:	viro	ndeı				
		Received	Review Completed		7	Architecture	Mortgage. Credit	Cr	Asset Management	Environmental	Underwriting				
	Please submit the following items to MHDC for review and approval:	ved	iew ted	Comments	Legal	ure	ıge. edit	Tax Credit	Asset ement	ntal	ing				
1	Title Company and/or Agent for Title Company														
	(a) Lenders Proforma Final Policy Endorsement														
	(b) 3.1 zoning with parking endorsement														
	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\														
	Fully executed Certificate of Non-Amendment of LPA/OA certifying that the LPA/OA executed														
2.	on the day of loan closing is the most recent amendment to the LPA/OA - (if you do not have this form, contact MHDC)														
3	Original signed, sealed Survey (dated within 90 days of conversion date)														
4	Original Surveyor's Report (dated within 90 days of conversion date)														
5	Chattel List with original certification letter (this form is available on MHDC.com)														
6	Fidelity Bond - current														
7	Original Certificate or Evidence of Insurance (current) with receipt for full payment of premium														
	(a) Evidence of Property Insurance (Acord 27) with receipt for full payment of premium														
	(b) General Liability with receipt for full payment of premium														
	(c) Worker's Compensation Insurance for Management Co.														
8	Tax and Insurance Escrow Deposit														
9	Evidence of funding of all Reserves required under MHDC Firm Commitment (e.g. letter from bank holding reserves confirming the date(s) and amount(s) deposited for each reserve account)														
10	Paid Tax Receipt														
11	Letter of Credit for Latent Defect Assurance (2.5% of construction contract for 15 months)														
12	Certificate(s) of Occupancy (if new construction, also provide any temp. CO's)														
13	Fully signed final AIA Document G704-2000 - Certificate of Substantial Completion			-											
14	List of FINAL "Incomplete" Items and documentation showing cost of finishing those items			-											
15	Incomplete Items Escrow, if applicable														
16	Cost Certification														
	(a) Contractor's Certificate of Actual Costs Independent Auditor's Report (two originals with														

DEVELOPMENT NAME		MHDC #													
BORROWER			UNDERWRITER												
DEVELOPER CONTACT NAME, PHONE # AND EMAIL															
MHDC LEGAL DEPARTMENT CONTACT PERSON Christine Snell – csnell@mhdc.com – 816	5-759-6860)													
		MHDC APPROVAL/MHDC USE ONLY													
SEND ALL CONVERSION DOCUMENTS TO LEGAL DEPARTMENT CONTACT	Received	Review Completed		Legal	Architecture	Mortgage. Credit	Tax Credit	Asset Management	Environmental	Underwriting					
Please submit the following items to MHDC for review and approval:	ಜ	ě š	Comments	al	re	lit	ax lit	et nt	al	95					
signature)															
3320 Contractor's Certificate of Actual Costs															
3320-I Itemized List of all Contractor's cost with subtotals															
3320-A Identity of Interest Worksheet															
3320-II Itemized List of Contractor with Identity of Interest															
(b) 3335 Development Cost Certification (two originals with signature)															
3335-A Itemized list of costs outside of construction contract															
Financial Statements (compilation acceptable) Balance Sheet and Income Statement															
3335-B Building Detail															
3335-C Building-by-Building Basis															
3335-D Summary of Buildings															
3335-E Owner Certification															
3341 Tax Credit Development Financing Certification															
Development Cost Certification Independent Auditor's Report – Tax Credit															
Development Cost Certification Independent Auditor's Report – MHDC Mortgage															
Attorney Opinion Letter for Acquisition Credits															
Copy of Note and Deed of Trust for all non-MHDC permanent loans															
Deferred Developer Fee Restriction															
17 Final Draw (construction and/or soft costs)															
Davis Bacon Approval															
18 Fees															
(a) Balance of 7% Tax Credit Fee, if any															
(b) Tax Credit Compliance Fee (\$300 per tax credit unit/Total amount due is \$															

DEVELOPMENT NAME			MHDC #											
BORROWER			UNDERWRITER											
DEV	/ELOPER CONTACT NAME, PHONE # AND EMAIL													
МНІ	DC LEGAL DEPARTMENT CONTACT PERSON Christine Snell – csnell@mhdc.com – 816-7:	59-6860												
					MI	HDC A	PPROV	AL/M	HDC U	SE ON	LY			
	SEND ALL CONVERSION DOCUMENTS TO LEGAL DEPARTMENT CONTACT								>	En				
	Please submit the following items to MHDC for review and approval:	Received	Review Completed	Comments	Legal	Architecture	Mortgage. Credit	Tax Credit	Asset Management	Environmental	Underwriting			
19	List of Itemized Project Costs (HTC-E) submitted to DED (historic rehabs only)													
20	Copy of Recorded Warranty Deed													
21	Lead-Based Paint Clearance Test/LBP and/or O&M Manual													
22	Proof of Mitigation of Environmental Issues, if applicable													
23	Inspection Letter – Termite Infestation – from licensed Pest Control Company w/ warranty													
24	Radon Gas test results													
25	Sustainable Design Certification/Verification													
26	National Park Service Part 3-Resquest for Certification, fully signed (historic rehabs only)													
27	Original Contractor's Section 3 Certificate (this form is available on MHDC.com)													
28	Original Final Prevailing Wage Certificate (this form is available on MHDC.com)													
29	Original Final Inspecting Architect's Certificate (this form is available on MHDC.com)													
30	Original Contractor's Certification (this form is available on MHDC.com)													
31	Rent Roll, if applicable													
32	Final Transaction Certification (MHDC Prepared Document)													
33	M/WBE Close-out Documents – (approved by Sheryl Butler)													
		when a	ll of the	conversion has occurred items listed above have been received and approved by MHDC. action letter as to the issuance of the final title endorsement to the	title po	licy.								
Appı	roval to close:													
	Legal		_	Date		-								
	Architecture		_	Date		-								
	Mortgage Credit		_	Date		-								
	Tax Credit		-	Date		_								
	Environmental			Date										

DEVELOPMENT NAME			MHDC #							
BORROWER		UNDERWRITER								
DEVELOPER CONTACT NAME, PHONE # AND EMAIL										
MHDC LEGAL DEPARTMENT CONTACT PERSON Christine Snell – <u>csnell@mhdc.com</u> – 81	6-759-6860)								
				Mi	HDC A	PPROV	AL/M	HDC U	SE ON	LY
SEND ALL CONVERSION DOCUMENTS TO LEGAL DEPARTMENT CONTACT	Received	Review Completed		Legal	Architecture	Mortgage. Credit	Tax Credit	Asset Management	Environmental	Underwriting
Please submit the following items to MHDC for review and approval:	Ь	D W	Comments		е	±. ;,	±. ×	ıt X		9,0
Underwriter		_	Date		_					