





## CONVERSION CLOSING CHECKLIST

DEVELOPMENT NAME \_\_\_\_\_

MHDC # \_\_\_\_\_

BORROWER \_\_\_\_\_

UNDERWRITER \_\_\_\_\_

DEVELOPER CONTACT NAME, PHONE # AND EMAIL \_\_\_\_\_

MHDC LEGAL DEPARTMENT CONTACT PERSON Christine Snell – [csnell@mhdc.com](mailto:csnell@mhdc.com) – 816-759-6860

**MHDC APPROVAL/MHDC USE ONLY**

	<b><u>SEND ALL CONVERSION DOCUMENTS TO LEGAL DEPARTMENT CONTACT</u></b>	Received	Review Completed	Comments	Legal	Architecture	Mortgage Credit	Tax Credit	Asset Management	Environmental	Underwriting
	Please submit the following items to MHDC for review and approval:										
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)										

**8609s will not be issued until conversion has occurred**

The construction loan will convert to permanent status when all of the items listed above have been received and approved by MHDC. MHDC will then forward the Final Draw to the title company along with an instruction letter as to the issuance of the final title endorsement to the title policy.

Approval to close:

Legal \_\_\_\_\_  
 Architecture \_\_\_\_\_  
 Mortgage Credit \_\_\_\_\_  
 Tax Credit \_\_\_\_\_  
 Environmental \_\_\_\_\_

Date \_\_\_\_\_  
 Date \_\_\_\_\_  
 Date \_\_\_\_\_  
 Date \_\_\_\_\_  
 Date \_\_\_\_\_

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Underwriter \_\_\_\_\_

Date \_\_\_\_\_