

CONVERSION CLOSING CHECKLIST

DEVELOPMENT NAME _____

MHDC # _____

BORROWER _____

UNDERWRITER _____

DEVELOPER CONTACT NAME, PHONE # AND EMAIL _____

MHDC LEGAL DEPARTMENT CONTACT PERSON Christine Snell – csnell@mhdc.com – 816-759-6860

MHDC APPROVAL/MHDC USE ONLY

	<u>SEND ALL CONVERSION DOCUMENTS TO LEGAL DEPARTMENT CONTACT</u>	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:										
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 \$ _____)										
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 Architect's Certificate (this form is available on MHDC.com)										
30	Original Contractor's Certification (this form is available on MHDC.com)										
31	Final Transaction Certification (MHDC Prepared Document after approval of cost cert)										
32	M/WBE Close-out Documents – (approved by Sheryl Butler)										
33	Verification that LIHTC training requirement has been met										
34	Special Need Reserve, if applicable										
35	Resolution of any requirements outlined in the Firm Commitment Review Memos										

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.

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<p style="color: red; margin: 0;"><u>SEND ALL CONVERSION DOCUMENTS TO LEGAL DEPARTMENT CONTACT</u></p> <p style="margin: 5px 0 0 0;">Please submit the following items to MHDC for review and approval:</p>	Received	Review Completed	Comments	Legal	Architecture	Mortgage. Credit	Tax Credit	Asset Management	Environmental	Underwriting

Approval to close:

Legal		Date	
Architecture		Date	
Mortgage Credit		Date	
Tax Credit		Date	
Asset Management		Date	
Environmental		Date	
Underwriter		Date	