TAX CREDIT CLOSING CHECKLIST

DEVELOPMENT NAME «Development Name TE» MHDC# «Development Number TE»-«Funding Type MC»

OWNER «Name of Borrower TE» UNDERWRITER «Underwriter MC»

DEVELOPER CONTACT NAME, PHONE # AND EMAIL

MHDC LEGAL DEPARTMENT CONTACT PERSON «Legal Staff Contact MC» «Legal Staff Contact Email TE» «Legal Staff Contact Phone Number TE»

						Approvals:							
		Please submit the following items to MHDC for review and approval:	Received	Review Completed	Comments	Legal	Tax Credit	Underwriting	Architecture	Mtg. Credit	MBE/WBE	Environmental	Asset Management
	1	**Organizational Documents for Owner**											
		A. Ownership Entity (limited partnership) «Name of Borrower TE»											
		(a) Initial Partnership/Operating Agreement											
		(b) Proposed Amended and Restated LPA/Operating Agreement with Exhibits and MHDC language											
		c) Certificate of Limited Partnership/Organization											
		(d) Missouri Certificate of Good Standing (dated within 30 days of closing)											
		(e) Resolution Authorizing Signatory for Closing Documents											
		B. General Partner (LLC/corporation) «Authorized signing entity TE»											
		(a) Articles of Organization or Articles of Incorporation											
		(b) Operating Agreement or Bylaws											
		(c) Certificate of Organization or Certificate of Incorporation											
		(d) Missouri Certificate of Good Standing (dated within 30 days of closing)											
		(e) Resolution Authorizing Signatory for Closing Documents											
	2	Survey											
	3	Copy of Owner's Title Commitment											
	4	Evidence of Site Control (vesting deed, purchase agreement w/exhibits & amendments)											
	5	Copy of Construction Contract (with Prevailing Wage & WEP language incorporated)											
	6	MBE/WBE Utilization Plan and Schedule of Participation											

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	7	Owner/Architect Agreement (B108 with MHDC addendum)											
	8	HUD 2530 approval (if applicable)											
	9	Copies of all documents to be recorded											
	10	Proposed Warranty Deed											
	11	Original Affidavit of Worker Eligibility Policy for Contractor											
	12	E-Verify Memorandum of Understanding for Contractor											
	13	Resolution of Preclosing requirements outlined in firm commitment and attached dept. memos											
	14	Signed copies of the plans and specs			2 copies of the plans and specs signed by owner, architect and contractor need to be provided to MHDC within 7 days after closing occurs.								
	15	MHDC form 2502 Subcontractor List											
	16	Subcontractor Bids											
	17	MHDC fees ($6,500 appraisal fee, $5K construction cost analysis fee & $10K inspection fee)											
	18	Original Exhibit A-2 Management Certification											
	19	Original Affirmative Fair Housing Marketing Plan											
	20	Exhibit L - Property Data Sheet											
	21	Original Exhibit J - Authorized Representative Designation											
	22	Original Exhibit J-1 - Management Authorized Representative Designation											

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		Approvals:	Legal			Date									
			Tax Credit			Date									
			Underwriting			Date									
			Architect			Date									
			Mtg. Credit			Date									
			MBE/WBE			Date									
			Environmental			Date									
			Asset Management			Date									