PERMANENT LOAN CLOSING CHECKLIST

DEVELOPMENT NAME | MHDC #

BORROWER | UNDERWRITER

DEVELOPER CONTACT NAME, PHONE # AND EMAIL | FIRM EXPIRATION DATE:

MHDC LEGAL DEPARTMENT CONTACT PERSON

					MHDC APPROVAL/MHDC USE ONLY							
	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	MBE/WBE/S3
1	**Title Company and/or Agent for Title Company**											
	(a) Title Commitment											
	(b) Schedule B Exception Documents											
	(c) Pro Forma Title Policy											
	(d) Evidence of Title Insurer's AM Best or Demotech Rating											
	(e) Closing Protection Letter											
	(f) Resolution Authorizing Signatory for Closing Documents											
	(g) Certificate of Good Standing (dated within 30 days of closing)											
	(h) Copy of recorded warranty deed											
2	**Organizational Documents for Borrower** A. Ownership Entity (limited partnership)											
	(a) Partnership Agreement with Exhibits											
	(b) Certificate of Limited Partnership											
	(c) Missouri Certificate of Good Standing (dated within 30 days of closing)											
	(d) Resolution Authorizing Signatory for Closing Documents											
	(e) IRS form W-9 Request for Taxpayer Identification Number and Certification											
	B. General Partner (LLC/corporation)											
	(a) Articles of Organization or Articles of Incorporation											
	(b) Operating Agreement or By-laws											
	(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											
	C. Ownership Entity (corporation or LLC)											
	(a) Articles of Organization or Articles of Incorporation											
	(b) Operating Agreement or By-laws											
	(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											

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	(f) IRS form W-9 Request for Taxpayer Identification Number and Certification											
3	**Documents for Other Development Team Members**											
	A. Contractor											
	(a) Resolution Authorizing Signatory for Closing Documents											
	(b) E-Verify Memorandum of Understanding											
	(c) Certificate of Good Standing (dated within 30 days of closing)											
	(d) Letter of Credit for Latent Defect Assurance (2.5% of construction contract for 15 months)											
	B. Architect											
	(a) Resolution Authorizing Signatory for Closing Documents											
	(b) Certificate of Good Standing (dated within 30 days of closing)											
	(c) Sustainable Design Certification/Verification, if applicable											
	(d) Radon Gas Test Results											
	(e) AIA Document G704-2000 Certificate of Substantial Completion (fully signed)											
4	Original signed, sealed Survey (dated within 90 days of closing)											
5	Original Surveyor's Report (dated within 30 days of closing)											
6	Zoning Letter											
7	**Utility Letters**											
	(a) Electrical Services											
	(b) Gas Services											
	(c) Water Services											
	(d) Sewer Services											
8	**Insurance Items**											
	(a) Fidelity Bond											
	(b) Evidence of Property Insurance (Acord 27) with receipt showing full payment of premium											
	(c) Original General Liability Insurance Certificate with receipt showing full payment of premium											
	(d) Worker's Compensation Insurance for Management Co. with receipt showing paid											

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9	Opinion Letter from Mortgagor's Attorney											
10	Chattel List – Use form from MHDC website. (Make, model, serial numbers for each unit)											
11	Paid Tax Receipt											
12	Temporary Certificates of Occupancy, if applicable											
13	Final Certificates of Occupancy											
14	List of Final "Incomplete" Items and their approximate value											
15	Davis Bacon Approval											
16	**Cost Certifications**											
A	Contractor's Certificate of Actual Costs Independent Auditor's Report (two originals with 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											
	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											
	3345 Plan Review Worksheet (use current form available on mhdc.com)											
	3350 Gap Sheet											
	Development Cost Certification Independent Auditor's Report – Tax Credit											
	Development Cost Certification Independent Auditor's Report – MHDC Mortgage											
17	Original Attorney Opinion Letter for Acquisition Credits, if applicable and not already submitted											

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	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	MBE/WBE/S3
18	Copy of Note and Deed of Trust for all non-MHDC permanent loans											
19	Updated FIN 100											
20	List of Itemized Project Costs (HTC-E) submitted to DED (historic rehabs only)											
21	Escrow Reserve for Taxes & Insurance (initial deposit of $____) & Prorated Prepaid Interest											
22	Inspection Letter - Termite Infestation from licensed Pest Control Company w/ warranty											
23	Lead Clearance Test/LBP and/or Asbestos O&M Manual, if applicable (route to Environmental)											
24	Proof of Mitigation of Environmental Issues, if applicable (route to Environmental)											
25	Part II Application approved by National Park Service (historic rehabs only)											
26	Part III Application to the National Park Service (historic rehabs only)											
27	Cash Deposit for Lease-up/Operating/Replacement Reserves and Special Needs fund as applicable			($_____)								
	Fees											
28	Fund Balance Permanent Loan Fee											
29	Balance of 7% Tax Credit Fee, if any											
30	Tax Credit Compliance Fee											
31	Resolution of any requirements outlined in the Firm Commitment Review Memos											

Please refer to the Firm Commitment which states in detail all conditions to be met in order to close.
A closing date will be set when all of the items listed above have been received and approved by MHDC.
Closing will take place at the offices of the Missouri Housing Development Commission, 920 Main, Suite 1400, Kansas City, MO 64105.

Approval to close:

Legal	_____	Date	_____
Architecture	_____	Date	_____
Mortgage Credit	_____	Date	_____
Tax Credit	_____	Date	_____
Environmental	_____	Date	_____

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Underwriter _____ Date _____

MBE/WBE/Section 3 _____ Date _____