

Project Name:**Closing Date:****Current Date:**

Item	Responsible Party	Status	Document Requirements for Review
Project Information			
Appraisal (if applicable)	Developer	NA	Must be dated within a year of closing; Must be prepared by a third party and licensed appraiser
Phase I ESA	Developer	NA	New Construction and rehab, if required by senior lender
Phase II ESA (if applicable)	Developer	NA	If applicable
Market Study	Developer	NA	Analysis of market conditions and demand for the project - for tax credit projects
HUD Requirements			
Sam.gov Registration	Developer	NA	Sole Purpose Entity and Developer Partner must both be registered fully in Sam.gov Must be active and valid at the time of closing Must match borrower's legal name and UEI number
Subsidy Layering Review - Underwriting and Cost Analysis	DLG final internal underwriting report	NA	Final underwriting report with subsidy layering
HUD ERR	DLG/Commonwealth	NA	ERR should be in file
HUD-issued AUGF	DLG/Commonwealth	NA	AUGF should be in ERR file
Wage Determination Check	DLG	NA	
URA Plan, Other Reports, if applicable	Developer	NA	The developers plan for if any residents are displaced during acquisition, maintenance or rehab of units after new construction is completed.
Affirmative Fair Housing Marketing Plan	Developer	NA	Marketing plan with a section that addresses fair housing is acceptable
Organizational Information			
Borrowing Resolution (loans only)	Developer	NA	Resolution authorizing the Sole Purpose Entity to borrow funds and who is authorized to sign on behalf of the SPE
Final Borrower Entity Organizational Chart	Developer	NA	Chart showing the organization structure, inclusive of all members, entities, and investors.
List of Principals/Resumes	Developer	NA	Developer must provide a list of all resumes of the key individuals within the borrowing entities organization including the SPE
Organizational Documents – Articles of Incorporation, Articles of Organization	Developer	NA	Must provide all organizational founding documents for the borrowing SPE. This can include: Articles of Organization, Articles of Incorporation, Certificate of Limited Liability Partnership. Name of these documents much match the name of the SPE (borrowing entity)
Identity of Interest Disclosure Form	KY Form to be Provided	NA	Disclosure if pre-existing personal or business relationship between parties involved in a transaction could compromise fair market value or independence, such as general contractor and developer.
Draft Partnership and/or Operating Agreement/Bylaws	Developer	NA	Draft agreements governing the Sole Purpose Borrowing Entity.

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Certificate of Good Standing of Borrower Entity	<i>Applicant (within 14 days of closing)</i>	NA	Certificate verifying the Sole Purpose Entity's legal status in the Commonwealth of Kentucky.
Income Tax Exemption Letter (nonprofits)	<i>Developer</i>	NA	Only for non-profit developers i.e. Habitat for Humanity
Verification of EIN/SSN	<i>Developer</i>	NA	IRS document that assigns the EIN for the Sole Purpose Entity/Borrowing Entity
Real Estate Information			
Evidence of Site Control: Purchase and Sale Agreement with Amendment(s), Warranty Deed	<i>Current or adjusted by Agreement Amendment</i>	NA	Must reflect the Single Purpose Entity as the Grantee, verify the legal description matches the subject property
Land/Ground Lease (if applicable)	<i>Developer</i>	NA	Must reflect the Single Purpose Entity as the Lessee Must be executed and recorded prior to financial closing
Evidence of Real Estate Tax Abatement/Exemption (if applicable)	<i>Developer</i>	NA	FHFC: Request for Consideration of Underwriting for Tax Exemption form or 99-year Land Use Restriction Agreement County Appraisal District: Exemption letter from local property tax collection agency
Preliminary Title Commitment	<i>Dated within 120 days of closing</i>	NA	Document should be updated 3-5 days prior to closing Schedule A- verify data matches the project file Schedule B Part I- verify there are no outstanding liens, assessments, or taxes Review legal description for conformance with project documents
ALTA/ACSM Land Title Survey	<i>Dated within 120 days of closing</i>	NA	Review document against the Florida Department of Agriculture Standard of Practice https://ccmedia.fdacs.gov/content/download/21299/file/5J-17.051.pdf
Liability Insurance COI	<i>Developer</i>	NA	Ensure Commonwealth of Kentucky is listed on certificates of insurance (as additionally insured)
Property Insurance/Builder Risk COI	<i>Developer</i>	NA	Ensure Commonwealth of Kentucky is listed on certificates of insurance (as additionally insured) Builder's risk must be maintained until the certificate of occupancy is obtained Property Insurance must cover the full replacement cost

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Other Insurance (workers comp, auto, E&O) (if applicable)	Developer	NA	Ensure Commonwealth of Kentucky is listed on certificates of insurance (as additionally insured) Flood insurance is mandatory if the property is located in a FEMA-designated Special Flood Hazard Area (SFHA) All policies should include: policy number, effective and expiration dates, coverage limits, description of operations or locations covered
Building Permits (if applicable)	Developer	NA	
Financing Information			
Lender (s) Firm Commitment Letter	Developer	NA	Committment letters from all final funding sources.
Final Sources and Uses Statement	Developer	NA	From developer refelecting final costs and all funding terms
Evidence of Fidelity Bond insurance	Developer	NA	Ensure policy is received
Commitment Letter from Surety (Payment and Performance Bond)	Developer	NA	Commitment letter - ensure final version is received
Subordination Agreements	DLG/ Commonwealth of KY form or Bank Forms	NA	All fully executed and recorded subordination agreements
UCC-1 Financing Statement (If applicable)	DLG	NA	Recorded documents
Executed loan/funding agreement	DLG/ Commonwealth of KY form	NA	
Executed Promissory Note	DLG/ Commonwealth of KY form	NA	Full executed copy
Mortgage and/or Declaration of Restrictive Covenants (recorded)	DLG/ Commonwealth of KY form	NA	Full executed copy
POST Closing			
Lender's Title Policy (loans only) up to 2-months post-closing	Developer	NA	
Certificate of Occupancy or final inspection report	Developer	NA	
Evidence of NGBS or other HUD-approved Green Building Certification	Developer	NA	
Evidence of HUD-approved Energy Efficiency Standard	Developer	NA	
Evidence of Broadband installation (per HUD requirements)	Developer	NA	
Other		NA	
Other		NA	
Other		NA	