



CLOSING THE HDAP

OHFA has instituted the following procedures for closing on the award of funds through the Housing Development Assistance Program (HDAP):

1. The HDAP Recipient must print the HDAP Closing Checklist from the OHFA Website at

<http://www.ohiohome.org/hdap/closingchecklist.doc>

2. The HDAP Recipient must forward a complete closing packet to: Debbie Macioce, Loan Closing Specialist, OHFA, 57 E. Main Street, Columbus, Ohio 43215

The HDAP Closing Packet must include the following, in order:

- a. Completed Checklist
 - b. Formal letter requesting the closing of the HDAP Award,
 - c. All other documents required in the checklist in the order they appear on the checklist, including special conditions listed below (tabbed sections would be helpful).
3. Special Conditions:

Special Conditions are noted in Attachment A of the funding agreement and must be included with the closing packet:

Contact information for the loan closing staff is available on the OHFA website.