Project Identification

|  |  |
| --- | --- |
| **OHFA Tracking Number:** | **Click or tap here to enter text.** |
| **Project Name:**  | **Click or tap here to enter text.** |
| **Amount of Loan:** | **Click or tap here to enter text.** |
| **HDL Recipient:** | **Click or tap here to enter text.** |
| **Equity Provider/Fund:** | **Click or tap here to enter text.** |
| **HDL Commitment Expiration:** | **Click or tap here to enter text.** |
| **Multifamily Transition Email:**  | **Click or tap here to enter text.** |
| **Project Contact:** |  |
| **Name:** | **Click or tap here to enter text.** |
| **Phone Number:** | **Click or tap here to enter text.** |
| **Email:** | **Click or tap here to enter text.** |
| **Project Analysts:** | **Click or tap here to enter text.** |
| **Date:** | **Click or tap here to enter text.** |

Party Information

|  |  |
| --- | --- |
| 1. |[ ]  Articles of Incorporation or Certificate of Limited Partnership for HDL Recipient |
| 2. |[ ]  Articles of Incorporation or Certificate of Limited Partnership for each general partner or managing member of HDL Recipient |
| 3. |[ ]  Certificate of Good Standing/Full Force and Effect for HDL Recipient**Must be dated within 30 days of closing date** |
| 4. |[ ]  Certificate of Good Standing/Full Force and Effect for HDL Recipient for each general partner or managing member of HDL Recipient **Must be dated within 30 days of closing date** |
| 5. |[ ]  Current Code of Regulations, Operating Agreement, or Limited Partnership Agreement for HDL Recipient |
| 6. |[ ]  Resolution from HDL Recipient and its General Partner/Managing Member authorizing HDL Loan and identifying the individuals authorized to execute closing documents |

Project Financing

|  |  |
| --- | --- |
| 7. |[ ]  Fully executed Commitment Letter with OHFA |
| 8. |[ ]  Commitment Letter from Construction Lender or Executed Construction Loan Agreement |
| 9. |[ ]  Commitment Letter from Permanent Lender or Executed Permanent Loan Agreement |
| 10. |[ ]  Commitment Letter(s) from equity provider(s) |
| 11. |[ ]  Current List of any other planned sources and amounts of Project funding together with associated Commitment Letters  |

Tax Credit Information

|  |  |
| --- | --- |
| 12. |[ ]  Low-Income Tax Credit Reservation, if applicable |
| 13. |[ ]  Carryover Allocation Agreement or 42 M Letter, whichever is applicable  |
| 14. |[ ]  Completed 8609 Request (Required for any post-construction HDL Project**(for Permanent ONLY)** |

Project Information/Insurance Requirements

|  |  |
| --- | --- |
| 15. |[ ]  Recorded Deeds or Lease for all parcels included in the Project |
| 16. |[ ]  Address and/or Legal Description in Microsoft Word format for all real estate included in the Project |
| 17. |[ ]  Title Insurance Commitment—in amount equal to or greater than the HDL Loan amount**Will NEED PDF copy of Final Title Policy when available** |
| 18. |[ ]  Construction Contract – **Minus Exhibits** **(AIA between Project Owner and General Contractor)** |

Project Specific Requirements

|  |  |
| --- | --- |
| 19. |[ ]  Collateral, in the form and type required by HDL Commitment Letter, and any related or supporting documents requested by OHFA **OHFA’s attorney will need to review and approve a draft prior to closing** |
| 20. |[ ]  Amortization Schedule for HDL Repayment detailing payment dates and amounts.**Will be sent with final closing drafts** |
| 21. |[ ]  Complete Wiring Instructions**See page 3** |
| 22. |[ ]  If the Project’s Funding Agreement/Commitment Letter lists any Project Specific closing conditions, satisfactory evidence that such conditions have been met[ ]  Email(s) from Division of Multifamily Housing personnel documenting that each Project Specific closing condition has been met (may be more than one) |
| 23. |[ ]  Closing Fees:1. [ ]  $ 1,000.00—Closing Fee
2. [ ]  $10,000.00—Annual Service Fee
 |

* OHFA reserves the right to request additional documentation as it feels necessary on a project specific basis.
* Closing Due Diligence should be submitted to **Debbie at** **Dmacioce@ohiohome.org****. and cc Ashlie at Adepinet@ohiohome.org, and Luke at Lmckaig@ohiohome.org,** All due diligence shall be submitted together, piecemeal submissions will not be accepted. All Items shall be labelled identifying them in relation to this checklist.
* Loan Closings shall be coordinated with OHFA’s Legal Department. All items set forth in the Checklist must be submitted at least thirty (30) days prior to a Project’s requested closing date.
* All questions regarding the closing requirements or process can be discussed with Ashlie at Adepinet@ohiohome.org, Luke at Lmckaig@ohiohome.org, and/or Debbie at Dmacioce@ohiohome.org.

**Complete Wire Instructions**

**OHFA Project Name and Tracking Number:** Click or tap here to enter text.

**Bank Name**: Click or tap here to enter text.

**Address**: Click or tap here to enter text.

**ABA Routing Numbe**r: Click or tap here to enter text.

**Account Name**: Click or tap here to enter text.

**Account Number**: Click or tap here to enter text.

**Contact Name**: Click or tap here to enter text.

**Contact Phone Number**: Click or tap here to enter text.