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**](mailto: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](mailto: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.