

**SMALL LOAN PROGRAM CLOSING CHECKLIST**  
**Permanent Loan Disbursing During Rehab**

Project Name: \_\_\_\_\_ CalHFA #: \_\_\_\_\_

**REHAB FINANCING:**

CalHFA 1<sup>st</sup> Loan Amt: \$ \_\_\_\_\_ Int. Rate: \_\_\_\_\_ % Term: \_\_\_\_\_ Funds: \_\_\_\_\_

CalHFA 2<sup>nd</sup> Loan Amt: \$ \_\_\_\_\_ Int. Rate: \_\_\_\_\_ % Term: \_\_\_\_\_ Funds: \_\_\_\_\_

Program: \_\_\_\_\_

**For further instructions visit:**

<http://www.calhfa.ca.gov/multifamily/financing/closing/instructions.pdf>

**BORROWER TO PROVIDE:**

**REHAB PRE-CLOSING DOCUMENTS (DUE PRIOR TO CLOSING OF REHAB LOAN):**

1. \_\_\_ Preliminary Title Report w/Links to Exceptions on Title  
(**current within 30 days old**)
2. \_\_\_ Wire instructions for draws from an account in the borrowing entities name (
3. \_\_\_ Executed Signature Election

**Environmental Reports**

4. \_\_\_ Phase I  
\_\_\_ Phase II \_\_\_\_; **update w/in 180 days of closing**
5. \_\_\_ Letter of Reliance if Phase I or II was not prepared for CalHFA directly -**sample online**  
\_\_\_ Physical Needs Assessment  
\_\_\_ Seismic Report  
\_\_\_ Limited Mold Report (including mitigation/remediation requirements)  
\_\_\_ Limited Asbestos Report (including remediation requirements)  
\_\_\_ Roof Report  
\_\_\_ Termite Report  
\_\_\_ Remediation Plans
6. \_\_\_ Environmental Review, if required
7. \_\_\_ Recorded Ground Lease

DDA

OPA

Grant Deed

8.  Purchase and Sale Agreement

9.  Local Gov't Note

Deed of Trust

Regulatory Agreement

10.  Other Junior Instruments \_\_\_\_\_

11.  ALTA survey (Copy to attorney \_\_\_\_\_)

12.  Evidence of zoning /Planning Department permit & conditions of approval

13.  Building and Grading Permit or Permit Ready Letter

14.  Relocation Plan if applicable (were there existing occupied buildings on the property prior to construction?)

15.  Market Study/Rent Comp Study

16.  Appraisal

**ORGANIZATIONAL DOCUMENTS:**

17.  Borrower's Opinion of Counsel

Enforceability

Article 34 opinion

18.  501(c)3 entity name: \_\_\_\_\_

Certificate of Good Standing \_\_\_\_\_ Date

Organizational Chart

Articles Of Incorporation

By-Laws

501(c)3 IRS application, if required

501(c)3 IRS Determination Letter

Authorizing Resolution

19.  Identity of Interest

20. \_\_\_ Unrelated Parties Determination Letter

**CONSTRUCTION DOCUMENTATION:**

21. \_\_\_ Draft Construction Contract \_\_\_ Final Construction Contract

22. \_\_\_ Final trade pmt break down

\_\_\_ Dev/Const schedule (exhibit E to Construction Loan Agreement)

23. \_\_\_ Final Construction Budget)

24\_\_\_ Architect Contract

25\_\_\_ Engineers' Contract

26\_\_\_ Plans and Specifications (Project Manual)

27\_\_\_ Prevailing wage and/or Davis Bacon determination

28\_\_\_ Notice to Proceed to contractor from borrower (email will suffice)

**FINANCIAL REQUIREMENTS:**

29\_\_\_ Completion and Repayment Guarantee for 100% of construction contract (from borrower), if required

30\_\_\_ Draft Payment and Performance Bonds with CalHFA as dual-obligee on the policy (100% of Construction Contract from Contractor)

**OTHER:**

31\_\_\_ Assignment of HAP contract between Buyer and Seller (if applicable)

32\_\_\_ Tax Credit Investor commitment letter (if applicable)

33\_\_\_ Assignment of permanent loan commitments (sources funding after construction)

34\_\_\_ Estoppel certificate from permanent lender(s) and investors (if funding prior to CalHFA)

\_\_\_ Estoppel/ Tri Party from MHP

35\_\_\_ Seller take back Promissory Note (if applicable)

\_\_\_ Deed of Trust

\_\_\_ Loan Agreement,

\_\_\_ Other related loan documents

36\_\_\_ Management Agreement with CalHFA required regulatory language **or**

\_\_\_Amendment to Management Contract

**INSURANCE REQUIREMENTS: (all policies must have an expiration date at least 6 months from closing)**

**CalHFA's Insurance Requirements, <http://www.calhfa.ca.gov/multifamily/financing/process/ins-req.pdf>**

37\_\_\_Property insurance w/ CalHFA as Certificate Holder and a 438 BFU Endorsement, to include:

- a. Builder's all risk course of construction\_\_\_expiration date \_\_\_\_\_
- b. insurance and AMBEST search on all
- c. General Liability\_\_\_expiration date \_\_\_\_\_ Auto\_\_\_expiration date\_\_\_\_\_
- d. Workman's Comp \_\_\_expiration date \_\_\_\_\_

38\_\_\_General Contractor insurance w/ CalHFA as Certificate Holder and a 438 BFU Endorsement, to include

- a. Liability\_\_\_ expiration date \_\_\_\_\_
- b. Workmen's Comp \_\_\_ expiration date \_\_\_\_\_ Insurance and AMBEST search
- c. Auto \_\_\_ expiration date \_\_\_\_\_

39\_\_\_ Architect's insurance with CalHFA as Certificate Holder and a 438 BFU (if applicable) Endorsement

- a. E & O /Professional Liability \_\_\_ Expiration date \_\_\_\_\_
- b. Auto X Expiration date \_\_\_\_\_
- c. General Liability \_\_\_ Expiration Date \_\_\_\_\_

**FINANCIAL REPORTING REQUIREMENTS**

40 \_\_\_ Federal Tax I.D. number (W-9) on Borrowing entity

41 \_\_\_ Good Cost Project Cert - **online form**, if required

**HUD: (if applicable)**

42. \_\_\_ Final- Executed HAP Agreement

\_\_\_ HUD236 Deed\_\_\_ Assignment

\_\_\_ IRP Agreement

\_\_\_HAP Assignment

\_\_\_HUD Regulatory Agreement

**CALHFA USE ONLY**

1. \_\_\_ Final Escrow Instructions w/copy of docs sent to Escrow and Final Pro-Forma Title Policy

\_\_\_ Draft Settlement Statement (verify escrow has collected funds for draw Endorsements

\_\_\_ Final Settlement Statement

2. \_\_\_ CalHFA Title Policy (post closing)
3. \_\_\_ CalHFA Promissory Note(s)(Original to Accounting)  
 \_\_\_ Rehab/ Loan Agreement (copy)  
 \_\_\_ Security Agreement (copy)
4. \_\_\_ Recorded CalHFA Deed of Trust (copy)
5. \_\_\_ Filed Construction Contract  
 \_\_\_ Payment & Performance Bonds recorded
6. \_\_\_ Recorded CalHFA Regulatory Agreement (copy)
7. \_\_\_ Recorded Subordinations and other Junior Liens (copy)
8. \_\_\_ Consent to Assignment of HAP as Security
9. \_\_\_ Assignment of Architect's/Engineers' Contract  
 \_\_\_ Assignment of Construction Contract  
 \_\_\_ Assignment of Managers Agreement
10. \_\_\_ TCAC Reservation Letter \_\_\_ TCAC Project Summary (if applicable)  
 \_\_\_ Declaration of Intent \_\_\_ Letter of Intent to Bwr  
 \_\_\_ Final Commitment \_\_\_ check for compliance with Special Conditions  
 \_\_\_ Senior Staff Resolution  
 \_\_\_ Board Resolution (if applicable)  
 \_\_\_ Loan Modification Approval and acknowledgement of Sources and Uses by borrower  
 \_\_\_ Credit Check on Borrower
12. \_\_\_ Final Financial Analysis from Loan Officer  
 \_\_\_ Asset Management Closing Memo
13. \_\_\_ Architectural Conditions Letter sign by all parties, check exceptions to const start
14. \_\_\_ 51335 Letter sent to Locality issuing permits.
18. \_\_\_ Subsidy Layering Review (if required)

\_\_\_ **General & Interoffice Correspondence File**  
 \_\_\_ **CalHFA Fees Collected** \_\_\_ **Fee Report** \_\_\_ **all fees collected**

\_\_\_\_ **Post Close Checklist**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CALHFA USE ONLY**

**SEARCHES:**

Credit Search on Sponsor: \_\_\_\_\_  
Contractor: \_\_\_\_\_

All Insurance Companies searched thru [www.insurance.ca.gov](http://www.insurance.ca.gov) \_\_\_\_\_  
Insurance companies with Home Offices out of California check the LESLI list  
(List of eligible surplus line of insurers)

AM Best search on all insurance companies thru [www.ambest.com](http://www.ambest.com) \_\_\_\_\_

Contractor License search thru [www.cslb.ca.gov](http://www.cslb.ca.gov) \_\_\_\_\_

Surety Bond search thru [www.fms.treas.gov](http://www.fms.treas.gov) \_\_\_\_\_

**POST CLOSING REQUIREMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DRAW REQUIREMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_