HUD Initial Closing Checklist Section 232/241(a)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Project Name:

Project Number: Section of the Act: 232/241(a) Initial Closing

With (check if applicable)

Low Income Housing Tax Credits (LIHTC)

Early Commencement (Construction approved to start prior to the issuance of the Firm Commitment.)

- **Early Start** (Construction approved to start after the Firm Commitment is issued and prior to Initial Closing.)
- □ **Opportunity Zone** (Impacts Application/Exam fee)
- □ **Green MIP** (Impacts MIP rate)

SUBMISSION REQUIREMENTS:

Items marked with an asterisk (*) must be dated day of closing.

Each document should be uploaded separately and must use a naming convention that includes the exhibit number and document name as designated in checklist, for example: 10.a.HUD-92339-ORCF-Master Tenant Estoppel Certificate.

Exhibit	Item	N/A	Incl
0	HUD Closing Checklist (Please insert a copy of this checklist completed by Lender's Counsel.)		
1	HUD-90024-ORCF- Contact List		
2.a	Executed Firm Commitment (Extended and/or not expired as of date of closing)		
2.b	Executed Amendment(s)		
2.c	Executed Assignment		
2.d	Early Commencement – ORCF Approval Letter		
2.e	Early Start – ORCF Approval Letter	_	
-			
3	HUD-2-ORCF - Request for Waiver of Housing Directive		
	(Waiver approved during Firm Application Review.)		
4	HUD-9003-ORCF - Lender Narrative - Section 232/241(a) and addenda		
	(Submitted and approved during Firm Application Review)		
5	Portfolio Acceptance Letter and attachments		
6	Accounts Receivable (AR) Documents (Existing, new, or proposed modification. HUD approval		
	must be obtained for any AR Loan or any material modification of an existing AR Loan – See		
	Handbook 4232.1, Section II, Chapter 15.2)		
6.a	AR Loan Agreement and all amendments		
6.b	AR Loan Note and all amendments		
6.c	Security Agreement(s) in favor of the AR Lender		
6.d	Guaranty(s), pledges and/or side agreements		
6.e	UCC Financing Statements and control agreements (DACAs) in favor of the AR Lender		
6.f	AR Cash Flow of Funds Diagram (Cash Flow Chart included in HUD-92323A-ORCF		
	(Exhibit C-1) – <i>Supplemental</i> Operator Security Agreement)		
6.g	Additional AR documents		
6.h	HUD-90020-ORCF Accounts Receivable Financing Certification		
7	HUD-92322-ORCF - Intercreditor Agreement (new or amended)		
8	Deposit Account Control Agreement(s) (DACA) (new or existing)		

Exhibit	Item			N/A	Incl
	(Cash Flow Chart included in HU	JD-92323A-ORCF (Exhibit C	(-1) – <i>Supplemental</i> Operator Security		
	Agreement)				
9	Deposit Account Instructions and	Services Agreement (DAISA	A) (new or existing)		
10.a	HUD-92339-ORCF - Master Ten	ant Estoppel Certificate			
10.b	Master Lease and HUD-92211A-		r Lease Addendum; or		
10.c	Joinder(s) plus Master Lease and/or Amendment(s)				
	-				
11.a	HUD-92331-ORCF - Cross-Default Guaranty of Subtenants; or Joinder(s) plus Cross Default Guaranty of Subtenants and/or Amendment(s)				
11.b	. , 1	•	mendment(s)		
12.a	HUD-91117-ORCF – Estoppel C				
12.b	Operating Lease and HUD-91116	<u> 5A-ORCF</u> - <i>Supplemental</i> Ad	dendum to Operator Lease		
13	Borrower's Organizational Docum	ments			
-	For trusts, submit the Trust Agree		Affidavit of Trust		
	_	□ Partnership			
	A	2.a Certification*	3.a Certification*		
		2.b Cert of Partnership	3.b Articles of Org.		
		2.c Partnership Agreement	3.c Operating Agreement		
		2.d Auth. Resolution	3.d Auth. Resolution		
		2.e Auth. To do Business	3.e Auth. To do Business		
		2.f Good Standing	3.f Good Standing		
		2.g Incumbency	3.g Incumbency		
14	Organizational Documents for Er	ntities within Borrower's Sign	ature Block		
17	For trusts, submit the Trust Agree				
	_	\Box Partnership			
	A	2.a Certification*	3.a Certification*		
		2.b Cert of Partnership	3.b Articles of Org.		
		2.c Partnership Agreement	3.c Operating Agreement		
	-	2.d Auth. Resolution	3.d Auth. Resolution		
		2.e Auth. To do Business	3.e Auth. To do Business		
		2.f Good Standing	3.f Good Standing		
	÷	2.g Incumbency	3.g Incumbency		
15	Master Tenant's Organizational I				
15	For trusts, submit the Trust Agree		Affidavit of Trust		
		\Box Partnership			
	•	2.a Certification*	3.a Certification*		
		2.b Cert of Partnership	3.b Articles of Org.		
		2.c Partnership Agreement	3.c Operating Agreement		
		2.d Auth. Resolution	3.d Auth. Resolution		
		2.e Auth. To do Business	3.e Auth. To do Business		
		2.f Good Standing	3.f Good Standing		
	5	2.g Incumbency	3.g Incumbency		
16					
10	For trusts, submit the Trust Agree				
	C	\Box Partnership			
	A	2.a Certification*	3.a Certification*		
		2.b Cert of Partnership	3.b Articles of Org.		
		2.c Partnership Agreement	3.c Operating Agreement		
		2.d Auth. Resolution	3.d Auth. Resolution		
		2.e Auth. To do Business	3.e Auth. To do Business		
		2.f Good Standing	3.f Good Standing		
	5	2.g Incumbency	3.g Incumbency		
17			5.5 incumbency		
1/	Operator's Organizational Documents For trusts, submit the Trust Agreement and the Certification or Affidavit of Trust				
					<u> </u>
P	Previous versions obsolete Page 2 of 6 July 1, 2			24	

Exhibit	Item			N/A	Incl
	\Box Corporation \Box	Partnership	\Box LLC		
	1.a Certification* 2.a	a Certification*	3.a Certification*		
		b Cert. Of Partnership	3.b Articles of Org.		
	1.c Bylaws 2.	c Partnership Agreement	3.c Operating Agreement		
		d Auth. Resolution	3.d Auth. Resolution		
		e Auth. To do Business	3.e Auth. To do Business		
		f Good Standing	3.f Good Standing		
	÷	g Incumbency	3.g Incumbency		
18	Organizational Documents for Enti				
	For trusts, submit the Trust Agreement and the Certification or Affidavit of Trust				
	\Box Corporation \Box	Partnership			
		a Certification*	3.a Certification*		
		b Cert. Of Partnership	3.b Articles of Org.		
		c Partnership Agreement	3.c Operating Agreement		
		d Auth. Resolution	3.d Auth. Resolution		
		e Auth. To do Business	3.e Auth. To do Business		
		f Good Standing	3.f Good Standing		
	÷	g Incumbency	3.g Incumbency		
19.a	HUD-91710-ORCF - Residual Rec				
19.a 19.b	HUD-92223-ORCF - Surplus Cash		lowers) of		
	· ·				
20.a	Current Facility License(s) or Othe	r Evidence of Compliance	with 24 CFR 232.2		
20.b	Administrator License				
20.c	New license, application for new lie				
	other Evidence of Compliance with				
21	Management Agreement and HUD	-92071-ORCF - Manageme	ent Agreement Addendum		
22.a	HUD-92476-ORCF - Escrow Agree	ement for Non-Critical, De	ferred Repairs		
	New York State Only- Building Lo	an Agreements for Refinal	ncings (Multifamily, Section 232		
	Residential Care, Section 242 Hosp	vitals) replaces this escrow			
00.1					
22.b	HUD-92476B-ORCF- Escrow Agr	eement for Operating Defic	ents (for Initial Operating Deficit		
22	Escrow)				
22.c	HUD-92476C-ORCF - Escrow Ag	reement for Debt Service R	eserve (may be short term or long		
aa 1	term)				
22.d	Other Escrow Agreements				
	Working Capital Escrow (
	Escrow Agreement for Mir	<u></u>			
	Escrow Agreement for Off	-Site (<u>HUD-91071-ORCF</u>),	if applicable		
	Escrow Agreement for Der	nolition (no HUD form), if	applicable		
	Other Escrow Agreements	(list here)			
23			20 days of closing or existing survey		
	with Survey Instructions and Borro				
24	HUD-92455-ORCF* - Request for	Endorsement of Credit Inst	rument or <i>Supplemental</i> Lender's		
	Certificate for 241(a) (HUD-92434	<u>A-ORCF</u>)			
25	Additional Conditions and Special	Conditions to the Firm \overline{Con}	nmitment		
25.a	(Provide Special Conditions Matrix	x Special_Cond_Mat and ev	vidence showing each condition is		
	satisfied)				
25 h	Domouvor's and Operator's Cost'S	ation No Advance Astimu	* (non Firm Committee and)		
25.b	Borrower's and Operator's Certific				
25.c	Evidence of Utility Access (current				
25.d	Evidence of Management Conferen	ice with ORCF Account Ex	ecutive (per Firm Commitment)		
26		nd Contification			
26	HUD-93305-ORCF - Agreement and	nu Certification			

Exhibit	Item	N/A	Incl
27	HUD-92266-ORCF – Lender Narrative – Change of Ownership Review [Application for Transfer of		
	Physical Asset (TPA)]		
28	HUD-92228-ORCF - Model Form Bill of Sale and Assignment		
29	Purchase and Sale Agreement and other CHOP documents		
30	HUD-91725-ORCF* - Opinion Guide - Borrower Counsel with HUD 91725-CERT-ORCF - Exhibit		
	A to Opinion of Borrower's Counsel <u>HUD-91725-INST-ORCF</u> – Instructions to Guide for Opinion		
	of Borrower's and Operator's Counsel		
31	HUD-92335-ORCF* - Opinion Guide - Master Tenant Counsel		
32	HUD-92325-ORCF* - Opinion Guide - Operator Counsel		
33.a	Ground Lease Estoppel Certificate		
33.b	Ground Lease with <u>HUD-92070-ORCF</u> – Lease Addendum		
33.c	Memorandum of Ground Lease (if Ground Lease is unrecorded)		
34	Assumption Documents		
35	HUD-94000A-ORCF – Supplemental Security Instrument/Mortgage/Deed of Trust		
36	HUD-92467-ORCF – Supplemental Healthcare Regulatory Agreement - Borrower		
37	Borrower UCC-1 Financing Statements (existing or new, as applicable)		
37.a	a. County		
37.b	b. State		
38	Amended Memorandum of Master Lease (existing or amended, as applicable)		
39	HUD-92338-ORCF- Supplemental Healthcare Regulatory Agreement – Master Tenant		
40.a	HUD-92340A-ORCF – Supplemental Master Tenant Security Agreement		
40.b	HUD-92334A-ORCF – Supplemental Master Tenant Assignment of Leases and Rents		
41	Master Tenant UCC-1 Financing Statements (existing or new as applicable)		
41.a	a. County		
41.b	b. State		
42	Memorandum of Operator Lease and/or new/Amended Memorandum of Operator Lease, as applicable		
43	HUD-92467A-ORCF – Supplemental Regulatory Agreement – Operator		
44.a	HUD-92323A-ORCF – Supplemental Operator Security Agreement		
	(with exhibits including Cash Flow Chart)		
44.b	HUD-92324A-ORCF – Supplemental Operator Assignment of Leases and Rents		
45	Operator UCC-1 Financing Statements (existing or new as applicable)		
45.a	a. County		
45.b	b. State		
46.a	HUD-92333A-ORCF - Supplemental HUD Master Lease Subordination Agreement/SNDA		
46.b	Joinder plus existing Subordination Agreement/SNDA		
47	HUD-91110-ORCF - Operating Lease Subordination Agreement/SNDA		
48.a	HUD-92420-ORCF - Subordination Agreement – Financing		
48.b	All other secondary financing documents or encumbrance documents (i.e., Use Agreements,		
10.0	Regulatory Agreements), except LIHTC which is under Exhibit 75		
49.a	Commercial Lease Estoppel Certificate		
49.b	Commercial Space Lease(s)		
49.c	Subordination of Commercial Space Lease		
50.a	Title Policy* (including all required endorsements)	-	
50.a 50.b	Title Agent Letter of Authority		
50.c	Closing Protection Letter		
50.d	Title Exception Documents (including any Necessary Easements or Party Wall Agreements)		

Exhibit	Item	N/A	Incl
51	HUD-94001A-ORCF* - Supplemental Healthcare Facility Note (Endorsement dated day of closing) State Riders and Addenda		
52	INTENTIONALLY OMITTED		
53	Closing Statement* (Utilize most current Sources & Uses page of form HUD-92264a-ORCF from Firm Commitment or Amendment) with current proof of Existing Indebtedness Payoff (if applicable) and invoices)		
54	Payment receipt - MIP		
55	Payment receipt - Inspection Fee		
56	Payment receipt - FHA Application Fee		
57	HUD-91118-ORCF - Borrower Certification - Completion of Critical Repairs with photographs and Invoices (<i>Labeled to corresponding repair</i>), if applicable		
58	HUD-92117-ORCF - Borrower Certification - Completion of Non-Critical Repairs with photographs and invoices (<i>Labeled to corresponding repair</i>), if applicable		
59	HUD-92435-ORCF- Certification of Insurance (executed copy must be submitted with initial closing package)		
60	INTENTIONALLY OMITTED		
61	Other:		
	241a Program Specific Docs for Initial Closing		
62.a	HUD-9442-ORCF - Memo Requesting Post-Commitment Early Start of Construction		
62.b	Release of Liens (if Early Start, for initial closing, a release of liens must be provided by GC and each sub-contractor)		
63.a	HUD-92415-ORCF – Request for Permission to Commence Construction Prior to Initial		
63.b	Endorsement for Mortgage Insurance Release of Liens (<i>if Early Start, for initial closing, a release of liens must be provided by GC and each sub-contractor</i>)		
64.a	HUD-92441B-ORCF - Supplemental Building Loan Agreement-Section 241(a)		
04.4	Ex. C Disbursement Agreement (<i>must be consistent with Program Obligations and 24 CFR 200.54</i>)		
64.b	HUD-92441A-ORCF – Building Loan Agreement Addendum (<i>Add this <u>Building Loan Agreement</u> <u>Addendum</u> when Borrower is GC) New York State Only- Building Loan Agreements for Refinancings (Multifamily, Section 232</i>		
	Residential Care, Section 242 Hospitals) acts as its own General Contractor)		l
65	 <u>HUD-92442-ORCF</u> - Construction Contract, which includes all the following exhibits (<i>Amended from Early Commencement, if applicable):</i> General Conditions of the Contract for Construction AIA Document A201 		
	 Supplementary Conditions for Contract for Construction (HUD-92554-ORCF) 		
	 Special Conditions from Firm Commitment 	_	
	 Indices of the Drawings and Specifications 		
	 Contractor's and/or Mortgagor's Cost Breakdown (<u>HUD-92328-ORCF</u>)*(<i>executed</i>) 		
	version signed by HUD and issued with Firm Commitment or most current Firm Amendment)		
	Construction Contract Incentive Payment (<u>HUD-92443</u>)		
	Incentive Payment Addendum		
	Prevailing Wage Determination		
	Approved Change Orders		
	• Retainage Reduction Rider (ORCF Sample Retainage Reduction Rider)		
66	HUD-5372 - Construction Progress Schedule		

Exhibit	Item	N/A	Incl
67	Building Permit(s)		
68	Completion Assurance		
	Payment Bond (<u>HUD-92452A-ORCF</u>)		
	Performance Bond – Dual Obligee (<u>HUD-92452-ORCF</u>)		
	Power of Attorney		
	Fax or Email Confirming Power of Attorney		
	OR		
	Completion Assurance Agreement (HUD-92450-ORCF)		
	Offsite Bond – Dual Obligee (HUD-92479-ORCF) (required if offsite work is proposed)		
69.a	Owner-Architect Agreement (AIA B108) and HUD Amendment (HUD-92408-ORCF) (for Design		
	Architect)		
69.b	Owner-Architect Agreement (AIA B108) and HUD Amendment (<u>HUD-92408-ORCF</u>) (for		
	Supervisory Architect, if service is being provided by a different Architect/Firm from the Design		
70	Architect, if applicable)		
70	HUD-91124-ORCF - Design Architect's Certification		
71	HUD-91123-ORCF - Design Professional's Certification of Liability Insurance		
72.a	Letter from Senior Lender (i) consenting to Supplemental Mortgage and (ii) confirming that Senior		
70 1	Mortgage is current (on Lender's letterhead, signed and dated as of Initial Closing)		_
72.b	Consenting to AR Financing, if applicable		
73	Modification of First Mortgage Loan Documents		_
73.a	a. Modification and Spreader Agreement (update definitions)		
73.b	(Note: The supplemental loan should <u>not</u> be cross defaulted on the first lien mortgage.)b. UCC-3 Financing Statements		_
73.c	c. Title Endorsement to Senior Loan Policy		
74	HUD-92403-ORCF - Application for Insurance of Advance of Mortgage Proceeds	_	
	and Contractor's Requisition (HUD-92448-ORCF), if applicable.		
75	Low Income Housing Tax Credit (LIHTC) Financing Included? (Firm Commitment will include a		
	Special Condition related to tax credit loan.)		
	(Reference: HB 4232.1 Chapters 9.10 and 12.3)		
75.a	a. Tax Credit Syndicator and Investor documents (ie. Partnership Agreement) including		
	consolidated certifications, previous participation certifications and modified credit package		
	(current financial report or Annual Report as applicable).		
75.b	b. Updated Form HUD-2880, Applicant/Recipient Disclosure/Update Report, if applicable		
75.c	c. Evidence that the First FHA-Insured Mortgage is in first lien position with respect to all		
	project collateral. Evidence that the Supplemental (Section 241) FHA-Insured Mortgage is		
	in second lien position with respect to all project collateral. (Evidence provided must be		
	reviewed and approved by ORCF Underwriting)		
75.d	d. Tax Credit Land Use Restriction Agreement (LURA), if applicable		
75.u 75.e	e. Rider to <i>Supplemental</i> Security Instrument 232 LIHTC Form <u>HUD-94000B-ORCF</u>		
75.f	f. Final Detailed Sources and Uses		
75.g	g. Tax Credit Equity Pay-in Schedule		
75.h	h. Disbursement Agreement		