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| **CLOSING CHECKLIST****Updated 4/11/2025** | |
| **LOAN INFORMATION**  **PROJECT NAME: \_\_\_\_\_\_\_\_\_**  **PROJECT ADDRESS(ES):**    **Source of Funds: UPLIFT FY 202\_**  **LOAN AMOUNT: $\_\_\_\_\_\_**  **CONFERENCE CALLS:**  **CLOSING DATE:** | **PARTICIPANTS**  **BORROWER:**  **BORROWER’S COUNSEL:**  **BORROWER'S CONTACT PERSON:**  **DHCD: Brien O’Toole and Clay McComas**  **email:** [**brien.otoole@maryland.gov**](mailto:brien.otoole@maryland.gov)  **email:** [**clay.mccomas@maryland.gov**](mailto:clay.mccomas@maryland.gov)  **OAG: Chris O’Mahoney, Edie Lavallee, and Ann Griffin**  **e-mail:** [**christopher.omahoney@maryland.gov**](mailto:christopher.omahoney@maryland.gov)  **email:** [**edie.lavallee@maryland.gov**](mailto:edie.lavallee@maryland.gov)  **email:** [**ann.griffin@maryland.gov**](mailto:ann.griffin@maryland.gov) |

| **DOCUMENTATION** | **RCV'D** | **APPV'D** | **NOTES/COMMENTS** |
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| **A. GENERAL CLOSING DOCUMENTS** |  |  |  |
| **1. Approvals** |  |  | **OAG/DHCD** |
| **a. Secretary’s Determination** |  |  |  |
| **b. HFRC** |  |  |  |
| **2. Commitment Letter** |  |  |  |
| **3. Financial Analysis** |  |  |  |
| **(a) Budget** |  |  |  |
| **(b) Anticipated Schedule of Draws** |  |  |  |
| **(c) Application for First Advance of**  **Mortgage Proceeds (First Draw-406)** |  |  | **Due 15 business days prior to closing.** |
| **4. Organizational Documents** |  |  | **Please provide (i) org chart; and (ii) proposed signature block.** |
| **(i) Borrower** |  |  |  |
| **a. Incumbency Certificate** |  |  |  |
| **b. Formation Documents** |  |  |  |
| **c. Governing Documents** |  |  |  |
| **d. Authorizing Resolutions** |  |  |  |
| **e. Certificate of Good Standing**  **(Maryland)** |  |  | **Will need within 30 days of closing date.** |
| **(ii) Guarantor** |  |  |  |
| **a. Incumbency Certificate** |  |  |  |
| **b. Formation Documents** |  |  |  |
| **c. Governing Documents** |  |  |  |
| **d. Authorizing Resolutions** |  |  |  |
| **e. Certificate of Good Standing**  **(Maryland)** |  |  |  |
| **5. Borrower's Attorney's Enforceability Opinion** |  |  |  |
| **6. Title Binder** |  | |  |
| **(a) commitment** |  |  |  |
| **(b) pro forma loan policy** |  |  |  |
| **(c) exceptions** |  |  |  |
| **(d) insured closing letter** |  |  | **Need if title agent is issuing title policy.** |
| **(e) Title company wiring instructions and taxpayer ID** |  |  |  |
| **(f) Lien and Judgment Searches for Borrower and Guarantor** |  |  | **Need searches dated within 30 days of closing date.** |
| **(g) Closing Instruction Letter** |  |  | **OAG to prepare.** |
| **7. Title Policy** |  |  | **Post Closing** |
| **8. Survey** |  |  |  |
| **(a) Surveyor's Certificate** |  |  |  |
| **(b) Flood Insurance Certificate** |  |  |  |
| **9. Evidence of Ownership** |  |  |  |
| **a. Agreement of Sale with Amendment** |  |  |  |
| **b. Deed of Conveyance** |  |  |  |
| **10. Financial Statements – Borrower**  **General Partner/Managing Member**  **Guarantor and Contractor - -**  **including credit reports updated to**  **within 12 months of closing** |  |  |  |
| **11. Evidence of Zoning Compliance** |  |  | **Will need letters from municipality or zoning endorsement from title company.** |
| **12. Evidence of Building Code Compliance/Building Permits** |  |  |  |
| **12. Owner's Liability Insurance Policy (with additional insured and notice of cancellation endorsements)** |  |  |  |
| **13. Contractor’s Comprehensive General Liability Insurance Policy (with additional insured and notice of cancellation endorsements)** |  |  |  |
| **14. Architect’s Errors and Omissions**  **Insurance Policy** |  |  |  |
| **15. Engineers Errors and Omissions**  **Insurance Policy** |  |  |  |
| **16. Owner’s Property and Builder’s Risk Insurance Policy (with lender’s loss payable/mortgagee and notice of cancellation endorsements)** |  |  |  |
| **B. CLOSING CONSTRUCTION AND PROGRAM DOCUMENTS** |  |  |  |
| **17. Plans and Specifications or Scope of Work (2 executed sets)** |  |  |  |
| **18. Construction Contract (with the**  **Department Supplement)** |  |  |  |
| **19. Cost Estimates CDA Forms 212 and 215 – Final Signed** |  |  |  |
| **20. Contractor’s Letter and Certification** |  |  |  |
| **21. Owner-Architect Agreement (AIA Form with the Department Supplement)** |  |  |  |
| **22. Architect’s Agreement Letter** |  |  |  |
| **23. Owner-Engineer Agreement** |  |  | **If applicable.** |
| **24. Engineer’s Agreement Letter** |  |  | **If applicable.** |
| **25. Assurance of Utility Services** |  |  | **Please provide “will serve” letters for gas, electric, water, and sewer.** |
| **26. Permits for water and sewer from Maryland Department of Environment (or letter saying no state permit required)** |  |  |  |
| **27. Environmental Assessment** |  |  |  |
| **28. Affirmative Fair Housing Marketing Plan** |  |  |  |
| **C. UPLIFT LOAN ClosinG DOCUMENTS**  **(R) indicates recorded document** |  |  |  |
| **29. Note** |  |  |  |
| **30. Deed of Trust (R)** |  |  |  |
| **31. Financing Statement (R)** |  |  | **Will file for Borrower and Developer.** |
| **32. Building Loan Agreement** |  |  |  |
| **33. Guaranty of Completion** |  |  |  |
| **34. Compliance Agreement** |  |  |  |
| **35. Marketing and Sales Agreement** |  |  |  |
| **36. Pledge of Developer’s Fee** |  |  |  |
| **37. Appraisal Gap Description**  **Acknowledgement** |  |  |  |
| **38. Note (from homeowner)** |  |  |  |
| **G. OTHER DOCUMENTATION** |  |  |  |
| **39. Settlement Sheet** |  |  |  |
| **40. IRS Form W-9** |  |  |  |
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