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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****email:** **clay.mccomas@maryland.gov****OAG: Chris O’Mahoney, Edie Lavallee, and Ann Griffin****e-mail:** **christopher.omahoney@maryland.gov****email:** **edie.lavallee@maryland.gov****email:** **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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