**PLEASE NOTE THIS TEMPLATE CHECKLIST IS FOR GENERAL REFERENCE PURPOSES ONLY. IT MAY BE REVISED, REPLACED OR OTHERWISE MODIFIED IN WHOLE OR IN PART BY IHDA IN ITS SOLE DISCRETION.**

**CIRCULATION OF THIS TEMPLATE SHALL NOT BE CONSTRUED AS A COMMITMENT OF ANY KIND BY IHDA TO PROCEED WITH A TRANSACTION.**

Owner:

$\_\_\_\_\_\_\_\_\_\_\_\_\_ (Grant)

NFP:

Affordability-commitment of \_\_ Units at 30% and \_\_ Units at 60% AMI and below.

LIHTC allocation: 202\_\_ LIHTC in amount of \_\_\_\_\_\_\_\_\_\_\_

HOME Loan: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME Grant: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Construction Sources**

**Permanent Sources**

Attorney/Paralegal/UW/CSO/Helena/MFinsurance

**INITIAL DUE DILIGENCE CHECKLIST**

**HTF / CAHGP / FTC 9%**

**PROJECT NAME**

**PID #**

**Address**

**\_\_\_\_\_\_\_\_\_\_, Illinois \_\_\_\_\_\_\_\_\_\_**

**Total Units: \_\_\_ (\_\_ @ 30%, \_\_ @ 60%)**

Description of project.

***Projected Closing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Board Resolution Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DUE DILIGENCE**

**Date**

| ITEM NO. | DOCUMENT NAME | DRAFT | ORIG | STATUS | COMMENTS |
| --- | --- | --- | --- | --- | --- |
| 1 | Project Summary w/Resolution |  |  |  | Resolution No. |
| 2 | CAHGP Transaction Summary |  |  |  | IHDA Internal document. |
| 3 | Copy of City of Chicago Ordinance |  |  |  | If City of Chicago funding. |
| 4 | Appropriation Memo/Evidence of Availability of Funds |  |  |  | LE Files |
| 5 | Conditional Commitment Letter and Term Sheet (**TF Loan or Grant)** |  |  |  | LE Files |
| 6 | **Certificates for HTF Program**  Project Schedule  Federal Drug Free Certification  State Drug Free Certification  IRS Form W-9  Owner/Borrower Certification |  |  |  | These IHDA forms can be found on the IHDA website (<https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence.  Need undated executed originals with email authorization to date the certificates the day of closing. |
| 7 | Evidence of Borrower's compliance with Assumed Business Name Act  (if applicable) |  |  |  | LE Files |
| 8 | Tax Credit Resolution |  |  |  | LE Files |
| 9a | 9% Reservation Letter  Exhibit - Architect Standards/Design Certification |  |  |  | LE Files |
| 9b | 9% Reservation Letter with Compliance Monitoring Rider |  |  |  | LE Files |
| 10 | Carryover Allocation Letter (if applicable)  EXH – BIN Form  EXH – Evidence of Election of Tax Credit  EXH – Gross Rent Election Form |  |  |  | LE Files |
| 11 | Organizational Chart for Project Ownership |  |  |  | LE Files |
| 12a | Title Commitment with copies of recorded exceptions (pre-closing) |  |  |  | LE Files |
| 12b | Pro-forma Title Policy:   Extended Coverage   Comprehensive   Location   Access   Contiguity   Zoning 3.1 (w/parking) [3.0]   Utility Facilities   Survey   Interim Mechanics Lien   Environmental Lien   Pending Disbursement   GAP   Other |  |  |  | LE Files |
| 12c | Final Title Policy  (Post-closing):   Extended Coverage   Comprehensive   Location   Access   Contiguity   Zoning 3.1 (w/parking) [3.0]   Utility Facilities   Survey   Interim Mechanics Lien   Environmental Lien   Pending Disbursement   GAP   Other |  |  |  | Post-closing  LE Files |
| 8 | ALTA Survey |  |  |  |  |
| 9 | Evidence of availability of utilities   Water   Sewer   Electric   Gas   Telephone   Fire Protection  Or utilities endorsement to title policy along with Fire Protection letter |  |  |  | IHDA will review and approve for CAHGP.  LE Files |
| 10 | Copy of recorded Deed and/or Ground Lease |  |  |  | LE Files |
| 11a | Other Lender’s Loan Documents |  |  |  | LE Files |
| 11b | Evidence of Grant(s) e.g. ComEd and/or any other grants |  |  |  | LE Files |
| 12 | Environmental Review for the Project Based Vouchers submitted to HUD by the responsible party |  |  |  | LE Files |
| 13 | UCC Financing Statement (State & County), Pending Suits & Judgment (County & US District), Bankruptcy, Federal and State Tax Lien (Sec. of State (FEDERAL TAXES ONLY) & County) Searches:   Borrower   Trustee   General Contractor   General Partner   Managing Member   Guarantor |  |  |  | See Attachment 1-UCC Chart  NOTE: BANKRUPTCY AND FEDERAL AND STATE TAX LIEN SEARCHES ARE NOT APPLICABLE TO TRUSTEE |
| **HAP Contract Documents** | | | | | |
| 14 | Subsidy Layering Review  Legal Fees to IHDA - $1,000.00 |  |  |  | LE and MF Files |
| 15a | HUD 2530 Approval |  |  |  | Needed when IHDA is the HAP Administrator. IHDA Asset Management - Section 8 Contractor Coordinator to provide.  Otherwise, see HAP Contract for HUD clearance. |
| 15b | HAP Contract |  |  |  | AHAP if new construction with the HAP at final closing. |
| 15c | Consent to Assignment of HAP Contract as Security for Financing  (if applicable)  (HUD Document) |  |  |  | LE and MF Files  Required on all projects that may contain HUD contracts and IHDA has a first position loan. |
| 15d | Collateral Assignment of HAP Contract  (if applicable) |  |  |  | LE and MF Files  Required if IHDA has a first position loan. |

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| **Borrower’s Organizational Documents** | | | | | |
| **Limited Partnerships** | | | | | |
| 16a | Draft of Partnership Agreement |  |  |  |  |
| 16b | Certified copy of executed Amended and Restated Limited Partnership Agreement |  |  |  | Check for IHDA Rider paragraph to be incorporated in the LPA. |
| 16c | Certified copy of Certificate of Limited Partnership  (Secretary of State) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 16d | Original of Certificate of Good Standing  (Secretary of State) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 16e | Evidence of Authority to Transact Business in Illinois |  |  |  | Applicable to non-Illinois entities only.  Application to be attached to Certificate to Transact Business.  Must be a certified copy from the SOS and dated within 30 days of closing. |
| 16f | Certified Copy of Resolution  (Certified by Member of LLC) |  |  |  | Resolution must authorize the entity to enter into this transaction with IHDA. |
| 16g | Original General Partner’s Certificate |  |  |  | **Original certificate to be submitted undated with authorization to date the day of closing.** |
| **Limited Liability Companies** | | | | | |
| 17a | Articles of Organization for LLC  (Secretary of State) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 17b | Certified Copy of Amended and Restated Operating Agreement  (Certified by Member of LLC) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 17c | IHDA Rider to Operating Agreement |  |  |  | Only if Borrower is a LLC |
| 17d | Original of Certificate of Good Standing  (Secretary of State) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 17e | Evidence of Authority to Transact Business in Illinois |  |  |  | Applicable to non-Illinois entities only.  Application to be attached to Certificate to Transact Business.  Must be a certified copy from the SOS and dated within 30 days of closing. |
| 17f | Certified Copy of Resolution  (Certified by Member of LLC) |  |  |  | Resolution must authorize the entity to enter into this transaction with IHDA. |
| 17g | Original Manager’s Certificate to include Incumbency w/specimen signatures  (Certified by an Officer of the Corp) |  |  |  | **Original certificate to be submitted undated with authorization to date the day of closing** |
| **Corporations** | | | | | |
| 18a | Certified copy of Articles of Incorporation of the general partner  (Secretary of State) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 18b | Certified copy of By-laws  (Officer of Corporation) |  |  |  |  |
| 18c | Original of Certificate of Good Standing  (Secretary of State) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 18e | Evidence of Authority to Transact Business in Illinois |  |  |  | Applicable to non-Illinois entities only.  Application to be attached to Certificate to Transact Business.  Must be a certified copy from the SOS and dated within 30 days of closing. |
| 18d | Certified copy of Corporate Resolution  (Officer of Corporation) |  |  |  | Resolution must authorize the entity to enter into this transaction with IHDA. |
| 18e | Original Officer’s Certificate to include Incumbency w/specimen signatures  (Certified by an Officer of the Corp) |  |  |  | **Original certificate to be submitted undated with authorization to date the day of closing** |
| **Corporation Documents for NFP Sponsor** | | | | | |
| 19a | Certified copy of Articles of Incorporation of the general partner  (Secretary of State) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 19b | Certified copy of By-laws  (Officer of Corporation) |  |  |  |  |
| 19c | Original of Certificate of Good Standing  (Secretary of State) |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 19d | Certified copy of Corporate Resolution  (Officer of Corporation) |  |  |  | Resolution must authorize the entity to enter into this transaction with IHDA. |
| 19e | Original Officer’s Certificate to include Incumbency w/specimen signatures  (Certified by an Officer of the Corp) |  |  |  | **Original certificate to be submitted undated with authorization to date the day of closing** |
| 19f | IRS Documentation Evidencing Tax Exempt Status (for NFP)  (if applicable) |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **IHDA Documents** | | | | | | | |
| 20 | CAHGP Term Sheet | |  |  |  | | LE Files |
| 21 | CAHGP Grant Agreement w/Exhibits  Exhibit A – Legal Description  Exhibit B – Notices | |  |  |  | | LE Files |
| 22 | **CAHGP** Eligibility Certification (Appendix A to CAHGP Grant Agreement) | |  |  |  | | LE Files and Files – submitted as part of app |
| 23 | **CAHGP** Program Requirements (Appendix B to CAHGP Grant Agreement)  **CAHGP** Form of Rider attached to CAHGP Grant Agreement as Appendix B | |  |  |  | | LE Files |
| 24 | CAHGP Rider to [Financing Document]  Part I – Signed by Sponsor & Owner  Part II – General Contractor to sign as acknowledging certain provisions (related to construction and construction contracts | |  |  |  | | Rider completed and attached to Sponsor Loan/Grant Agreement/Note  Once signed by GC – this replaces the IHDA Rider to construction contract (for CAGHP deals only) – if there is another IHDA loan/grant source – will still need IHDA Rider to construction contract (in addition to GC signature to Rider to Financing Document) |
| 25 | Copies of Sponsor Financing Documents (i.e., loan/grant documents) | |  |  |  | | CAHGP Riders Part I & II to be attached to Note, loan/grant agreement or other sponsor financing document |
| 26 | Owner’s Attorney Opinion (if applicable - regarding eligibility for acquisition tax credits) | |  |  |  | | LE Files and MF/UW Files  Original to be submitted at closing. |
| 27 | CAHGP Regulatory Agreement (among NFP, Owner & IHDA) | |  |  |  | | LE Files  NFP/Owner to record against Development. |
| 28 | **HTF** **Loan or Grant** Agreement | |  |  |  | | LE Files |
| 28a | **Exhibits to HTF Loan or Grant Agreement**  Legal Description –  Notice Provisions – | |  |  |  | | LE Files |
|  |  |  | |  |
|  |  |  | |  |
| 29 | Note w/Amortization Schedule  (IHDA **HTF** Grant Document)  Note: This document must reflect a date certain for first payment | |  |  |  | | LE Files |
| 30 | Mortgage  (IHDA **HTF** Loan Document) | |  |  |  | | LE Files |
| 31 | Regulatory and Land Use Restriction Agreement  (IHDA **HTF** Grant Document) | |  |  |  | | LE Files |
| 32a | Covenants re: Ground Lease Agreement | |  |  |  | | LE Files |
| 32b | Ground Lease Agreement | |  |  |  | | LE Files |
| 33 | UCC for state and county Financing Statement for Borrower | |  |  |  | | LE Files |
| 34 | Extended Use Agreement | |  |  |  | | LE and MF Files  Review final EUA legal description against Reservation Letter legal; amend Letter if necessary. |
| 35 | Environmental Indemnity Agreement (IHDA Loan Document) | |  |  |  | | LE Files |
| 36 | Guaranty of Completion  (IHDA Loan Document) | |  |  |  | | LE Files |
| 37 | Limited Guaranty of Payment  (IHDA Loan Document) | |  |  |  | | LE Files |
| 38 | Assignment of Contracts, Licenses and Permits  (IHDA Grant Document) | |  |  |  | | LE Files |
| 39 | Architect’s Agreement and Consent to Assignment  (IHDA Grant Document) | |  |  |  | | LE Files |
| 40 | Contractor’s Agreement and Consent to Assignment  (IHDA Grant Document) | |  |  |  | | LE Files |
| 41 | Intercreditor Agreement and/or Subordination Agreement(s) (if applicable) | |  |  |  | | LE Files |
| 42 | Subordination of Management Agreement  (IHDA Loan Document) | |  |  |  | | LE Files |
| 43 | Construction Loan Escrow Agreement (IHDA Grant Document) | |  |  |  | | IHDA will be req’d to be a party as part of CAHGP. |
| 44 | Certificate of No Changes to Plans and Specs  (IHDA Form) | |  |  |  | | This IHDA form can be found on the IHDA website <https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence. |
| 45 | IHDA Rider to construction contract  (IHDA Form) | |  |  |  | | IHDA attorney prepares for execution.  (IHDA Rider to be attached to Construction Contract) LE to review Rider. |
| 46 | Architect's Certificate re: EBA and ADA  (IHDA form) | |  |  |  | | This IHDA form can be found on the IHDA website <https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence. |
| 47 | Fair Housing Act Certification and Agreement  (new construction)  (IHDA Form - FEDERAL) | |  |  |  | | This IHDA form can be found on the IHDA website <https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence. |
| 48 | Ownership Structure Certificate  (IHDA Form) | |  |  |  | | This IHDA form can be found on the IHDA website <https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence. |
| 49 | Identity of Interest Affidavit  (IHDA Form) | |  |  |  | | This IHDA form can be found on the IHDA website <https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence. |
| 50 | Anti-Lobbying Certificate for  • Owner  • NFP  • Contractor  • General Contractor  • Subs over $100,000 | |  |  |  | | This IHDA form can be found on the IHDA website <https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence. |
| 51 | IRS Form W-9 (IHDA Form) | |  |  |  | | This IHDA form can be found on the IHDA website <https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence. |
| 52 | Owner/Borrower Certification (IHDA Form) | |  |  |  | | This IHDA form can be found on the IHDA website <https://www.ihda.org/developers/dev-resource-center/>) under Closing Due Diligence. |
| 53 | Recording Instructions to title company | |  |  |  | |  |
| 54 | Authorization to date all certificates day of closing | |  |  |  | |  |
| 55 | Legal Department's Closing Memo | |  |  | **IHDA Internal Note** | |  |
| 56 | Applicable loan docs. sent to LPM | |  |  | **IHDA Internal Note** | | Must be done within 48 hours of closing  Send the following docs to LPM, copy Loan Associate & Managing Paralegal  1. CCL; 2. Mortgage; 3. Note; 4. Reg. Agmt |
| **Underwriting** | | | | | | | |
| 57 | Confirmation from UW whether 9% tax credits will be used for acquisition costs - | |  |  |  | UW Files | |
| 58 | IRS 501 (c)(3) Determination Letter and Material Participation Letter  (federal 9% credits as applicable) | |  |  |  | UW Files / Application | |
| 59 | Minority, Female or Persons with Disabilities Certification  (federal 9% credits as applicable) | |  |  |  | UW Files / Application | |
| 60 | Evidence of Zoning | |  |  |  | LE and MF/UW File | |
| 61a | Phase I Environmental Assessment (Reliance Letter as applicable) | |  |  |  | MF/UW Files | |
| 61b | Phase II Environmental Assessment (Reliance Letter as applicable) | |  |  |  | MF/UW Files  Phase II as applicable | |
| 62 | Mold, Asbestos, and Lead-Based Paint Report | |  |  |  | MF/UW Files | |
| 63 | Radon Survey  (if required by site location) | |  |  |  | MF/UW Files | |
| 64a | Appraisal of the Development  (Intended User reference) | |  |  |  | MF/UW Files | |
| 64b | Site and Market Study (Reliance Letter as applicable) | |  |  |  | MF/UW Files | |
| 65 | Registration with SAM, Verification of Debarment on SAM.gov site, Evidence of UEI | |  |  |  | LE and MF/UW Files | |
| 66 | Physical Needs Assessment (federal credits-Preservation Set-Aside)  (Reliance Letter as applicable) | |  |  |  | MF/UW Files  Needed for all rehab projects | |
| 67 | Historic preservation Act Letter | |  |  |  | LE and MF/UW File | |
| 68 | Lease-Up Schedule | |  |  |  | LE, AM, and MF/UW Files | |
| 69 | Evidence of Purchase Price   Purchase Contract or   Settlement Statement | |  |  |  | LE and MF/UW File | |
| 70 | Construction Budget | |  |  |  | Sponsor to obtain from Owner. IHDA will review and approve for CAHGP. | |
| 71 | Development Budget and cash flow projections for 15 years | |  |  |  | LE and MF/UW Files  Will be done once OSS is signed off by IHDA. | |
| 72 | Draw Schedule | |  |  |  | LE and MF/UW Files | |
| 73 | Tenant Ownership Plan  (if applicable) | |  |  |  | MF/UW Files | |
| 74 | Certificate of Consistency (federal credits-regarding local Consolidated Plans) or Letter of Support | |  |  |  | MF/UW Files | |
| 75 | Closing Summary | |  |  |  | MF/UW Files | |
| 76 | Fee and Reserve Memo | |  |  |  | LE and MF/UW Files | |
| 77 | Underwriting Closing Memo  (Narrative of flow of funds) | |  |  |  | Required on all first position loans  LE and MF/UW Files | |
| **Client Services** | | | | | | | |
| 78 | Evidence of IHDA's order of funds from DOR | |  |  |  | LE and MF/CS Files | |
| 79 | Evidence Grantee has posted on [www.ilhousingsearch.org](http://www.ilhousingsearch.org) the Developments and all available units in the Developments | |  |  |  | LE and MF/CS Files | |
| 80 | Plans and Specs | |  |  |  | LE and MF/CS Files.  IHDA will review and approve for CAHGP. | |
| 81 | Marketing Plan | |  |  |  | LE, AM, and MF/CS Files | |
| 82 | Architect's Contract | |  |  |  | LE and MF/CS Files. IHDA will review and approve for CAHGP. | |
| 83 | Upfront Cost Analysis | |  |  |  | LE and MF/CS Files. If the other lender(s) are requiring, then IHDA will request a copy. | |
| 84 | Civil Engineer's Contract (if applicable) | |  |  |  | LE and MF/CS Files  IHDA will review and approve for CAHGP. | |
| 85 | Construction Contract | |  |  |  | LE and MF/CS Files. IHDA will review and approve for CAHGP. | |
| 86 | Construction Schedule | |  |  |  | LE and MF/CS Files  Sponsor to obtain from Owner. IHDA will review and approve for CAHGP. | |
| 8 | Pre-Closing Meeting | |  |  |  | LE and MF/CS Files | |
| 88 | Contractor's Sworn Statement  *(PDF of the finalized executed and notarized original)* | |  |  |  | Client Services requires a minimum of 7 to 10 business days to review and comment on the OSS/CSS.  Drafts to be submitted prior to closing.  LE and MF/CS Files | |
| 89 | Owner’s Sworn Statement  *(PDF of the finalized executed and notarized original)* | |  |  |  | Client Services requires a minimum of 7 to 10 business days to review and comment on the OSS/CSS.  Drafts to be submitted prior to closing.  LE and MF/CS Files | |
| Reserve Deposits | Replacement Reserves |  |  |  |  | |
| Tax and Insurance |  |  |  |  | |
| Operating Reserves |  |  |  |  | |
| (other reserve) |  |  |  |  | |
|  |  |  |  |  | |
| Legal Fees to IHDA  (if applicable)  $\_\_K – 11589 + 11832  $\_\_K – CAHGP template  $\_\_K – FTC template | |  |  |  | MF/CS Files  To be included in OSS  **UW determines fees**  Post-closing email confirmation from CS to legal | |
| 90 | Initial Disbursement Package | |  |  |  | MF/CS Files  Required for CAHGP funds.  Note: Closing should be scheduled subsequent to MF Client Services’ approval of submissions | |
| 91 | Building Permits and Licenses | |  |  |  | IHDA will review and approve for CAHGP. | |
| 92 | IEPA Permits | |  |  |  | 1. Sewer 2. Water 3. Construction Site Activity 4. \_\_\_\_\_\_\_\_\_\_ | |
| 93 | Variance or Special Use Permits (as applicable) | |  |  |  | LE and MF/CS Files | |
| 94 | Wetland Permit (as applicable) | |  |  |  | LE and MF/CS Files | |
| 95 | Wire Transfer Instructions | |  |  |  | LE and MF/CS Files | |
| **Asset Management** | | | | | | | |
| 96 | Tenant Selection Plan | |  |  |  | LE, AM, and MF/CS Files  Must be in and acceptable prior to sending out commitment  Original in LE file | |
| 97 | Form Tenant Lease | |  |  |  | LE and AM Files | |
| 98a | Management Plan | |  |  |  | LE, AM, and MF/CS Files | |
| 98b | Management Plan - IHDA Addendum | |  |  |  | Addendum for use when a project elects income averaging. | |
| 99 | Management Agreement | |  |  |  | LE, AM, and MF/CS Files | |
| 100 | Affirmative Fair Housing Marketing Plan (IHDA model form) | |  |  |  | LE, AM, and MF/CS Files | |
| 101 | IHDA Relocation Plan (if applicable) | |  |  |  | LE, AM and MF/CS Files | |
| 102 | Statewide Referral Network Agreement and Supportive Housing Plan | |  |  |  | LE, AM. MF/UW Files | |
| **Asset Management**  **Insurance Review/Approval (mfinsurance@ihda.org)** | | | | | | | |
| 103a | Owner Prepaid Insurance Policies:   All-Risk   Builder's Risk Completed Value   Worker's Compensation   Fire and Extended Coverage   Public Liability and Property Damage   Flood   Other | |  |  |  | LE, AM, and MF/CS Files  Note: IHDA must be named as an Additional Insured and as a Mortgagee on the Builder’s Risk coverage | |
| 103b | NFP Prepaid Insurance Policies:  **** All-Risk   Worker's Compensation   Public Liability and Property Damage   Other | |  |  |  | LE, AM, and MF/CS Files | |
| 103c | General Contractor's Certificate of Insurance   Owner's Contractor's Protective Liability  Explosion/Collapse/Underground   Automobile   Workers Compensation   Excess Umbrella Liability | |  |  |  | Note: IHDA must be named as an Additional Insured  LE, AM, and MF/CS Files | |
| 103d | Architect's Certificate of Insurance   General Liability   Professional Liability | |  |  |  | Note: IHDA must be named as an Additional Insured  LE, AM, and MF/CS Files | |
| 103e | Property Manager's Fidelity Bond   Employee Dishonesty | |  |  |  | Note: IHDA must be named as an Additional Insured  LE, AM, and MF/CS Files | |
| 103f | Subsidence Insurance | |  |  |  | Required if project is or will be in a mining area  LE, AM, and MF/CS Files | |
| 103g | Payment and Performance Bond (100%)  IHDA to be named as a dual obligee | |  |  |  | AM/MF/CS will provide finance approval for the issuing bank, for the amount, and the draft format.  Actual amount of P&P Bond = $  **LE to collect original bond** | |
| **Documents for Issuance of 8609 – Federal Credits**  **Post-construction/Rehab** | | | | | | | |
|  | Owner Certification | |  |  |  | Compliance Reporting Division under SPAR | |
|  | Cost Certification | |  |  |  | Compliance Reporting Division under SPAR | |
|  | Certificate of Occupancy (or equivalent for rehab projects) | |  |  |  | Compliance Reporting Division under SPAR | |
|  | Certification of 50% Test (for tax exempt bond transactions) | |  |  |  | Compliance Reporting Division under SPAR | |
|  | Final Financing Form  (IHDA form)  with Executed Copies of Other Lender Financing Documents and Evidence of Grant(s)  (Note, Loan Agreement, Mortgage, Grant Agreement, etc.) | |  |  |  | Compliance Reporting Division under SPAR | |
|  | Color Photograph of Completed Project | |  |  |  | Compliance Reporting Division under SPAR | |
|  | Approval of Green Initiatives (if applicable) | |  |  |  | Compliance Reporting Division under SPAR | |
|  | ILhousingsearch.org confirmation | |  |  |  | Compliance Reporting Division under SPAR | |
|  | IRS Form 8609 | |  |  |  | Compliance Reporting Division under SPAR | |

I: Legal:TEMPLATE CHECKLISTS:Checklists by funding source **HTF** Initial Closing Due Diligence Checklist