**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 CertificationState Drug Free CertificationIRS 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 LetterExhibit - Architect Standards/Design Certification |  |  |  | LE Files  |
| 9b | 9% Reservation Letter with Compliance Monitoring Rider |  |  |  | LE Files  |
| 10 | Carryover Allocation Letter (if applicable)EXH – BIN FormEXH – Evidence of Election of Tax CreditEXH – 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-closingLE Files  |
| 8 | ALTA Survey |  |  |  |  |
| 9 | Evidence of availability of utilities Water  Sewer Electric Gas Telephone Fire ProtectionOr 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 ChartNOTE: BANKRUPTCY AND FEDERAL AND STATE TAX LIEN SEARCHES ARE NOT APPLICABLE TO TRUSTEE |
| **HAP Contract Documents** |
| 14 | Subsidy Layering ReviewLegal 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 FilesRequired 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 FilesRequired 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) |  |  |  |  |

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| **IHDA Documents** |
| 20 | CAHGP Term Sheet |  |  |  | LE Files  |
| 21 | CAHGP Grant Agreement w/ExhibitsExhibit A – Legal DescriptionExhibit 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 & OwnerPart II – General Contractor to sign as acknowledging certain provisions (related to construction and construction contracts |  |  |  | Rider completed and attached to Sponsor Loan/Grant Agreement/NoteOnce 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 FilesOriginal 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 closingSend the following docs to LPM, copy Loan Associate & Managing Paralegal1. 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 FilesPhase 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 FilesNeeded 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 FilesWill 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 loansLE 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 FilesIHDA 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 FilesTo be included in OSS**UW determines fees**Post-closing email confirmation from CS to legal |
| 90 | Initial Disbursement Package |  |  |  | MF/CS FilesRequired 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 FilesMust be in and acceptable prior to sending out commitmentOriginal 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 FilesNote: 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 InsuredLE, AM, and MF/CS Files |
| 103d |  Architect's Certificate of Insurance General Liability Professional Liability |  |  |  | Note: IHDA must be named as an Additional InsuredLE, 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 areaLE, 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