

2025 Firm Submission Checklist Exhibit "C" - MHDC Loans



Development Name	
Development Number	
Developer	
Firm Submission Date	
Underwriter	

Type "X" if item is provided, "N/A" if item is not applicable.

Item	Format Required	Always Required	Comments	Form on MHDC Website
1a. FIN-100	Signed PDF & Excel	x		x
1b. Exhibit A to the #2013	Word or Excel		To explain changes in operating expenses and/or to explain other underwriting matters as needed.	x
2. FIN-101 Identity of Parties	PDF & Word	x	Include identity of interest disclosure.	x
3. Signature blocks	Word		Architect, contractor, title company, investors, non-profit (for set-asides) and owner if changes have occurred since conditional reservation.	
4. MHDC 3345: Plan Review Worksheet	Signed PDF & Excel	x		x
5. Updated Financing Commitments	Signed PDF	x		
6. Legal Description	PDF or Word	x		
7. Tax abatement, PILOT information	PDF			
8. Loan Servicing Form	PDF	x		x
Legal Documents				
Organizational documents for the Mortgagor/Ownership entity				
9a. Certificate of LP/Organization	PDF	x		
9b. LPA or Operating Agreement		x	Include MHDC required language	
9c. Certificate of Good Standing		x		
9d. Articles of Organization/Incorporation			If applicable.	
Organizational documents for the GP / Managing Member - repeat for every entity that is not a natural person				
10a. Certificate of LP/Organization	PDF	x		
10b. Articles of Incorporation / Organization			If applicable.	
10c. LPA, Operating Agreement or Bylaws		x	As appropriate for type of legal structure.	
10d. Certificate of Good Standing		x		
Certificates of Good Standing				
11a. Architect	PDF	x		
11b. General Contractor		x		
11c. Surveyor		x		
11d. Title Company		x		
11e. Management Company		x		
11f. Environmental Firm		x		
Other Legal Documents				
12. Updated Organizational Chart	PDF	x	Must include all members/partners of each tier	
13. Site Control	PDF	x	See HUD guidance on option contracts.	
14a. Title Commitment	PDF	x		
14b. Title Commitment Exception Documents	PDF	x	Need PDF of documents, not links.	
15a. Full-Sized Survey	Hard Copy	x		
15b. Surveyor's Report	Signed Hard Copy	x	Form HUD-91073M or most current form	
Architecture Documents				
16. Site Plan	PDF	x	Number residential buildings; Label streets; Mark property boundaries; Use "MKT" for market single-family homes	
17a. Full-size plans	PDF	x	Upload to MHDC Hightail. Complete set required.	
17b. Specifications	PDF	x	Upload to MHDC Hightail. Complete set required.	
18. Scope of Work	PDF		Required for rehab. Upload to MHDC Hightail. Complete set required.	
19. Development Characteristics Worksheet	Signed PDF	x		x
20. Termite Certification	PDF	x	Termite inspection report or MHDC Termite Certification	x
21. Construction Contract	PDF	x	If MHDC is NOT in the First Lien Position. If using AIA construction contract, use AIA A102 amended to incorporate all MHDC required language	
22. Equal Opportunity Certification	Signed PDF	x	HUD 92010 form.	

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23. MHDC FIN-115: Mortgagor's and Contractor's Cost Breakdown	PDF & Excel	x		x
24. Structural Letter	PDF		Required for rehabs.	
Asset Management Documents				
25a. Exhibit A-2: Universal Entity Management Certification	Signed PDF	x		
25b. Exhibit J: Authorized Representative Designation	Signed PDF	x		
25c. Exhibit J-1: Management Authorized Representative Designation	PDF	x		
25d. Exhibit L: Property Information Sheet	PDF	x		
26. Affirmative Fair Housing Marketing Plan	Signed PDF	x		
27. PHA-approved utility allowance information	PDF	x		
28. Management/Maintenance Plan	PDF or Word	x		
29. Proposed lease agreement	PDF	x		
30a. Lease-up narrative	PDF or Word	x		
30b. Lease-up budget FIN-117	Excel	x		
Housing Priority Documentation				
31. Homeownership plan	PDF or Word		Required if approved under Homeownership priority	
<i>Service Enriched Housing Documentation</i>				
32a. Executed Supportive Services Plan	PDF, Excel or Word		Required if approved under Service Enriched priority	
32b. Finalized Service Providers Letters of Intent	PDF, Excel or Word		Required if approved under Service Enriched priority	
<i>Set-Aside Preference Housing Documentation</i>				
33a. Executed Referral and Support Agreement	PDF, Excel or Word		Required if approved under Set-Aside preference priority	
33b. Marketing Plan	PDF, Excel or Word		Required if approved under Set-Aside preference priority	
33c. Final Rental Assistance Commitment Letters	PDF, Excel or Word		Required if approved under Set-Aside preference priority	
State and Federal Program Documents				
34. Section 3 plan	PDF or Word		Required for federal loan funds.	x
<i>Relocation Documentation</i>				
35a. Updated Relocation Plan	PDF or Word		If relocation applies and updates to relocation plan	
35b. Updated Tenant List	PDF or Word		If relocation applies, must be current and dated within 30 days	
35c. Proof of Advisory Services	PDF or Word		If relocation applies, proof that services have been provided to tenants, if conducting group meetings provide a sign-in sheet	
35d. New Tenant Notices FIN-310	PDF or Word		If relocation applies, copies of tenant notices for any new moves	x
35e. Tenant Eviction List	PDF or Word		If relocation applies, list of tenants evicted for cause since application submission	
35f. Over-Income or Rent-Burdened Tenant List	PDF or Word		If relocation applies and if applicable	
35g. Permanent Displacement Documentation	PDF or Word		If relocation applies and if applicable	
<i>MBE/WBE Documentation</i>				
36a. MBE/WBE Detailed Utilization Plan	Signed PDF & Word	x	Use most current form.	x
36b. Schedule of Participation	Excel	x	List hard and soft costs MBE/WBE used	x
36c. Certifications for MBE/WBE firms	PDF	x	Copy of current Certifications for MBE/WBE firms to be used	