

2024 FIRM SUBMISSION CHECKLIST MHDC LOANS

EXHIBIT "C"

DEVELOPMENT NAME _____

MHDC # _____

DEVELOPER _____

FIRM SUBMISSION DATE _____

UNDERWRITER _____

Note: Please refer to Exhibit E previously sent with the Conditional Reservation for details of Firm Submission Checklist items. Please email the Firm Submission to your underwriter. Please note the only hard copy item required is the full size survey and surveyor's report. All others items should be submitted electronically only.

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

Submission Requirement

_____ 1a	FIN-100 (Signed)	PDF & Excel
_____ 1b	Exhibit A to the #2013 (if applicable to explain changes in operating expenses from Conditional and/or to explain other underwriting matters as needed)	Word or Excel
_____ 2	FIN-101 Identity of Parties	PDF & Word
_____ 3	Signature blocks (architect, contractor, title company, investors and owner if changes have occurred since conditional reservation)	Word
_____ 4	Organizational documents for the owner and partner/member entities	PDF (for all documents under #4)
A.	Mortgagor/Ownership Entity	
i.	_____ Certificate of LP/Organization	
ii.	_____ LPA or Operating Agreement	
iii.	_____ Certificate of Good Standing	
iv.	_____ Articles of Organization/Incorporation (if applicable)	
B.	GP / Managing Member (Please repeat for every entity that is not a natural person)	
i.	_____ Certificate of LP/Organization	
v.	_____ LPA, Operating Agreement or Bylaws	
ii.	_____ Articles of Incorporation / _____ as appropriate for type of legal structure Organization (if applicable)	
iii.	_____ Operating Agreement or Bylaws as appropriate for type of legal structure	
iv.	_____ Certificate of Good Standing	
C.	_____ Updated Organizational Chart (must include all members/partners of each tier)	
_____ 5	Certificates of Good Standing	PDF (for all documents under #5)
A.	_____ Architect	
D.	_____ Title Company	
B.	_____ General Contractor	
E.	_____ Management Company	
C.	_____ Surveyor	
F.	_____ Environmental Firm	
_____ 6	Site control	PDF
_____ 7a	Title commitment	PDF
_____ 7b	Title commitment exception documents	
_____ 8a	Full-sized Survey	Hard Copy Required
_____ 8b	Surveyor's Report (form HUD-91073M, or most current form - signed)	Hard Copy Required
_____ 9	MHDC 3345: Plan Review Worksheet	PDF & Excel
_____ 10	Site plan (Number each residential building 1, 2, 3, etc., if single-family homes, indicate market units with "MKT", label streets and clearly mark the property boundaries.	PDF
_____ 11a	Full-size plans	PDF (MHDC Hightail only)
_____ 11b	Specifications	PDF (MHDC Hightail only)
_____ 12	Scope of Work (only required if different from application's Scope of Work) <i>Note: Submittal of incomplete Plans & Specs. will be set aside until a complete set is provided</i>	PDF (MHDC Hightail only)
_____ 13	Development Characteristics Worksheet (Signed)	PDF
_____ 14	Termite inspection report or MHDC Termite Certification	PDF
_____ 15	Construction Contract (If MHDC is NOT in the First Lien Position) <i>Note: If using the AIA form of construction contract, you must use the AIA A102, amended to incorporate all MHDC required language for the construction contract</i>	PDF
_____ 16	Equal Opportunity Certification (HUD 92010) (Signed)	PDF
_____ 17	FIN-115: Mortgagor's and Contractor's Cost Breakdown (Signed)	PDF & Excel
_____ 18	FIN-150: Construction Draw Schedule	Excel
_____ 19	Updated financing commitments (Signed)	PDF
_____ 20	Asset Management Documents	

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_____ 20a	Exhibit A-2: Universal Entity Management Certification (Signed)	PDF
_____ 20b	Exhibit J: Authorized Representative Designation (Signed)	PDF
_____ 20c	Exhibit J-1: Management Authorized Representative Designation (Signed)	PDF
_____ 20d	Exhibit L: Property Information Sheet	PDF
_____ 21	Affirmative Fair Housing Marketing Plan (Signed)	PDF
_____ 22	PHA-approved utility allowance information	PDF
_____ 23	Management/Maintenance Plan	PDF or Word
_____ 24	Proposed lease agreement	PDF
_____ 25	Lease-up narrative and budget (include FIN-117)	PDF, Excel or Word
_____ 26	Service-enriched and Set-aside Documents	
_____ 26a	Service-enriched housing documentation	PDF or Word
_____ 26b	Set-Aside Preference / IEH housing documentation	PDF or Word
_____ 27	Relocation documents (Stage 2)	PDF
_____ 28	Tax abatement, PILOT information	PDF
_____ 29	Section 3 plan (If Applicable)	PDF or Word
_____ 30	Homeownership plan	PDF or Word
_____ 31	Legal Description	PDF & Word
_____ 32	MBE/WBE Documents	
_____ 32a	MBE/WBE Detailed Utilization Plan (Signed)	PDF & Word
_____ 32b	Schedule of Participation (list of hard and soft costs MBE/WBE used)	Excel
_____ 32c	Copy of current Certifications for MBE/WBE firms to be utilized	PDF