

2025 Firm Submission Checklist

Exhibit C

MHDC Loans



Development Name

Development Number

Developer

Firm Submission Date

Underwriter

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	Details building and unit information. Must match FIN-100.	x
5. Updated Financing Commitments	Signed PDF	x	Commitment letter from servicing provider for all construction and permanent debt/grant sources and commitment letters for all sources of tax credit equity. Loan commitment letters must include terms and fees. Permanent loan terms must be at least eighteen (18) years. Equity commitment letters must include amounts, timing of capital contributions, reserve requirements, terms, and associated fees.	
6. Legal Description	PDF or Word	x		
7. Tax abatement, PILOT information	PDF		Provide detailed description of the percentage, length, and terms granted to the development. Provide copy of any agreement or ordinance granting the tax relief. If applicable, a description of what is applicable to the MHDC-financed development. If the tax relief does not cover the entire Compliance Period, provide description of steps taken to cover the cost of taxes.	
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	Obtain certificate from Secretary of State's website for a nominal fee. Screen print not acceptable.	
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	Evidence of valid site control by the ownership entity. Include any initial options and all subsequent amendments or extensions. A purchase option date must occur before closing. Documentation must allow for at least sixty days to close. See HUD guidance on option contracts.	
14a. Title Commitment	PDF	x	Form 2021 ALTA Loan Policy (7/01/21). MHDC must appear as the proposed insured, with MHDC loan amount on Schedule A. Legal description must be identical to survey.	
14b. Title Commitment Exception Documents	PDF	x	Copies of exception documents relating to all exceptions reflected on Schedule B. Need PDF of documents, not links.	
15a. Full-Sized Survey	Hard Copy	x	Final survey must be updated within ninety (90) days of closing. The legal description must be identical to title commitment.	
15b. Surveyor's Report	Signed Hard Copy	x	Form HUD-91073M or most current form. Must be updated within thirty (30) days of the closing.	

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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. See MHDC Form 1200 Design/Construction Compliance Guidelines amended January 1, 2020. Must be e-filed and permit ready.	
17b. Specifications	PDF	x		
18. Scope of Work	PDF		Required for rehab. Upload to MHDC Hightail. Complete set required.	
19. Development Characteristics Worksheet	Signed PDF	x	If no information has changed since application submission, reprint and execute with updated signatures. New construction developments must provide information regarding the chosen green building program and rehabilitation developments obtaining green building certification must submit applicable documents.	x
20. Termite Certification	PDF	x	Termite inspection report by licensed Pest Control Company if development has existing buildings. All developments must provide the pest control form.	x
21. Construction Contract	PDF	x	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. Required if MHDC loans. Complete for developer if HOME funds and general contractor for other financing.	
23. MHDC FIN-115: Mortgagor's and Contractor's Cost Breakdown	PDF & Excel	x	Executed by both owner and contractor.	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 move-ins.	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.	