

# Pennsylvania Housing Finance Agency

## PHARE (HTF, RTT & MS) / DCED (HRA) Commitment Checklist

Name of Development:

TC Number:

PHFA Number:

	Description	Received Date	Date Forward	TS	FA	LG	MR	CG
1	Monthly Status Reports							
2	Technical Services Submission							
	Plans and Specifications							
	Enterprise Green Communities Checklist							
	ResCheck/HERS reports (if applicable)							
	Passive House Documentation (if applicable)							
	State Historic Preservation Office (SHPO) Approval (if applicable)							
	Phase I Environmental (CD)							
	Phase II Environmental (if applicable)							
	Alta Survey and Closure Report, signed and sealed by Surveyor.							
	Surveyor's Report, signed and sealed by Surveyor							
	Legal Description prepared by Surveyor							
	Final Construction Cost Estimate							
	Environmental Review (Required for PHARE HTF only)	PHFA Completes						
	*** Please see Tab 6 of the Architect's Submission Guide for Closing Requirements***							
3	Current Energy Rebate Analysis							
4	Evidence of Zoning if not previously submitted							
5	Insurance Quotes:							
	Construction Period							
	Operating Period							
	Flood Insurance							
6	Breakdown of Rent Up Expense							
7	Breakdown of Furnishings							
8	Ownership Entity Organizational Documents:							
	If Limited Partnership:							
	Certificate of Limited Partnership (filed with PA Dept. of State)							
	Limited Partnership Agreement							
	Organizational Documents of General Partner							
	If Limited Liability Company:							
	Certificate of Organization (filed with PA Dept. of State)							
	Operating Agreement							

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	Description	Received Date	Date Forward	TS	FA	LG	MR	CG
	Organizational documents of member/managers							
	If General Partner or Manager or Member is Corporation:							
	Articles of Incorporation							
	Bylaws							
	Foreign Registration Statement (filed with PA Dept. of State)(if applicable)							
	501 (c)(3) determination letter (if applicable)							
	CHDO designation* (if applicable)							
	If General Partner or Manager or Member is Limited Liability Company							
	Certificate of Organization							
	Operating Agreement							
	Foreign Registration Statement (filed with PA Dept. of State)(if applicable)							
9	Current Equity Commitment Letter (including Pay-in and Draw Schedule)							
10	Draft Limited Partnership Agreement							
11	Final Site Control							
12	Owner/Applicant(s) Audited Financial Statements							
13	Funding Commitment Letters							
14	AHAP Contract (if applicable)							
15	Subsidy Layering Review (if applicable)							
16	Copy of Management Agent Broker License							

Targeting Closing Date \_\_\_\_\_

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Distribution Key	
TS	Technical Services (Give everything to Kristy Provost to log in & she will distribute)
FA	Financial Analyst
MR	Management Representative
LG	Legal
CG	Chrissy Gerbig