

# PHFA Final Closeout Process Checklist

- \_\_\_\_\_ Copy of Cost Certification
- \_\_\_\_\_ Completed General Contractor Cost Certificate
- \_\_\_\_\_ Final Title Bringdown covering the following period: Beginning with the title policy through the current date
- \_\_\_\_\_ PHFA Final Inspection Form and Substantial Completion form from PHFA Technical Services Field Rep.
- \_\_\_\_\_ Sign off from PHFA Technical Services Field Rep. in receipt of all As-Builts, Warranties, etc.
- \_\_\_\_\_ Approval to proceed from PHFA Insurance Dept.
- \_\_\_\_\_ PHFA Legal approval of Title Bringdown.
- \_\_\_\_\_ PHFA HOME Compliance Department Approval.