

Pennsylvania Housing Finance Agency

Tax Credit Only/ Tax Exempt Bond w/o other Agency Sources/Existing PH being Paid off - Closing Checklist

Name of Development: _____

TC Number: _____

#	Description	Date Submitted to PHFA	PHFA Reviewed Date	TS	TM	Comments/Approved
1	Agency issued Technical Services Document Acceptance Memo	PHFA Completes				
2	Technical Service Closing Checklist items (Found in Architect Submission Guide - Section 6.03) (5 days prior to closing)					
3	Current Energy Rebate Analysis (Supporting documentation from Energy Provider is also required) (5 days prior to closing)					
4	Residential/Non-Residential Anti-displacement and Relocation Assistance Plan (5 days prior to closing if applicable)					
5	DRAFT Limited Partnership Agreement with Equity Investor with correct Reserve Language (5 days prior to closing)					
6	Evidence of Final Zoning (5 days prior to closing)					
7	Subsidy Layering Review Documents (30 days prior to closing if applicable - See Subsidy Layering Review Checklist)					
	Current = Within 90 days of the anticipated loan closing date					
	Revised 09-16-2020					
Distribution Key						
TS	Technical Services (Sherri Alleman)					
TM	Tax Credit Carryover/10% Test Team Member					

Anticipated Closing Date _____

Submitted by _____

Date _____