

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.