

**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					
<b>Distribution Key</b>					
TS Technical Services (Sherri Alleman)					
TM Tax Credit Carryover/10% Test Team Member					

Anticipated Closing Date \_\_\_\_\_

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

Date \_\_\_\_\_