

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:

Tax Credit Only- Checklist Submission Due **8 Days** prior to Closing/ TE-Bond - Checklist Submission Due **60 Days** prior to anticipated Closing Date

#	Description	Date Submitted to PHFA	PHFA Reviewed Date	TS	CO	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 6.02) (10 days prior to closing)						
3	Current Energy Rebate Analysis (Supporting documentation from Energy Provider is also required) (10 days prior to closing)						
4	Residential/Non-Residential Anti-displacement and Relocation Assistance Plan (10 days prior to closing if applicable)						
5	Income Certification of Existing Tenants (if applicable) *						
6	DRAFT Limited Partnership Agreement with Equity Investor with correct Reserve Language (10 days prior to closing)						
7	Evidence of Final Zoning (10 days prior to closing)						
8	Current Insurance Quotes: *						
	Construction Period						
	Operating Period						
	Flood Insurance						
9	Current Real Estate Tax Documentation*						
10	Ownership Entity Organizational Documents: *						
	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						
	Organizational documents of member/managers						
	If General Partner or Manager or Member is Corporation:						
	Articles of Incorporation						
	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)						
	Organizational Chart						
11	Current Financing Commitment Letters (List each funding source below)*						
	HUD Mixed Finance Approvals- Updated timeline, Rental Term Sheet, and Approvals to date (if applicable)						
12	Current Equity Commitment Letter (including Pay-in and Draw Schedule)*						
	Explanation of Pay-in Changes (if applicable)						
13	Subsidy Layering Review Documents (30 days prior to closing if applicable - See Subsidy Layering Review Checklist)						

14	Current/Revised Home Ownership Documents (If Applicable)						
	Home Ownership Plan including Exit Strategy						
	Supportive Services Plan including Financial Literacy Component						
	Home Ownership Certification						
	Current = Within 60 days of the anticipated closing date						
	* For Agency TE- Bond Financed Developments only						
Distribution Key							
TS	Technical Services (Connie Antes)						
TM	Tax Credit Carryover/10% Test Team Member						
CO	Compliance (Shamar Robinson)						

Anticipated Closing Date _____

Submitted by _____

Date _____