

# Pennsylvania Housing Finance Agency

**Commitment Checklist: PHARE (HTF, RTT & MS), CMF, and/or PHTC (Without an Agency First Mortgage or PennHOMES)**

**Name of Development:**

**TC Number:**

**PHFA Number:**

	Description	Date Submitted to PHFA	PHFA Reviewed Date	TS	FA	LG	MR	CO	SA	TM
1	PHFA Issued Technical Services Document Acceptance Memo		PHFA Completes							
2	Environmental Review (Required for PHARE HTF and CMF only)		PHFA Completes							
3	Evidence of Final Zoning									
4	Final Development Budget (with narrative and revised breakdowns of any changes)									
5	Construction Progress/Draw Schedule									
6	Draft Construction Cost Breakdown and Architect's Contract									
7	Current Energy Rebate Analysis Form									
8	Final Operating Budget (with Narrative outlining changes)									
9	Current Insurance Quotes:									
	Construction Period									
	Operating Period									
	Flood Insurance									
10	Current Real Estate Tax Documentation									
11	Breakdown of Rent Up Expense									
12	Breakdown of Furnishings									
13	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									



41	Supplemental Rental Housing Set Up Report*	PHFA Completes							
42	Supplemental Rental Housing Completion Report*	PHFA Completes							

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

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

Date \_\_\_\_\_

Current = **Within 60 days of the commitment pack submission date**

\*For Agency HTF funded developments only

<i><b>FOR PHFA PURPOSES ONLY</b></i>											
43	Modification Package										
	Modification Checklist										
44	Financial Analyst Approval Memo for Pre-Commitment										
45	Management Representative Memo for Pre-Commitment										
46	Compliance Review Approval Memo for Pre-Commitment										
47	Commitment Checklist										
48	Commitment Write-up										
49	Changes from Feasibility Memo										
50	Reservation Letter and Reservation Spreadsheet										
51	Closing Spreadsheet										
52	Subsidy Layering Review										
53	Risk Sharing Application & Previous Participation Documents										
54	Monthly Status Reports										
55	Division Sign Off Sheet										

Distribution Key	
TS	Technical Services ( <b>Connie Antes</b> )
FA	Financial Analyst
MR	Management Representative
LG	Legal
CO	Compliance ( <b>Shamar Robinson</b> )
SA	Staff Auditor ( <b>Nicole Calvanelli</b> )
TM	Tax Credit Carryover/10% Test Team Member