

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 Draft Construction Cost Breakdown and Architect's Contract *						
4 Current Energy Rebate Analysis (Supporting documentation from Energy Provider is also required) (10 days prior to closing)						
5 Residential/Non-Residential Anti-displacement and Relocation Assistance Plan (10 days prior to closing if applicable)						
6 Income Certification of Existing Tenants (if applicable) *						
7 DRAFT Limited Partnership Agreement with Equity Investor with correct Reserve Language (10 days prior to closing)						
8 Evidence of Final Zoning (10 days prior to closing)						
9 Current Insurance Quotes: *						
Construction Period						
Operating Period						
Flood Insurance						
10 Current Real Estate Tax Documentation*						
11 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						
12 Current Financing Commitment Letters (List each funding source below)*						
HUD Mixed Finance Approvals- Updated timeline, Rental Term Sheet, and Approvals to date (if applicable)						
Current Certification of Subsidies (Application Guidelines, Tab 20)						
13 Current Equity Commitment Letter (including Pay-in and Draw Schedule)*						
Explanation of Pay-in Changes (if applicable)						
14 Subsidy Layering Review Documents (30 days prior to closing if applicable - See Subsidy Layering Review Checklist)						
15 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 _____