

## HOUSING TRUST FUND LOAN CHECKLIST

**All items below must be received by OHFA 20 business days prior to loan closing. Piecemeal filings will not be accepted. All documents submitted should be tabbed, referencing the item numbers below.**

1. Proposed Promissory Note (OHFA to prepare);
2. Proposed Real Estate Mortgage and Security Agreement with Power of Sale (OHFA to prepare);
3. Proposed Loan Agreement (OHFA to prepare);
4. Security Agreement UCC-1 (OHFA to prepare);
5. Organization documents specifying type of entity and individuals authorized to sign;
6. Certificate of Good Standing; Balance Sheet and Income Statement dated within 90 days of proposed loan date;
7. Operating Agreements;
- 8.** Copy of Recorded Plat; -
9. Address and legal description of each property to be covered by first mortgage;
10. Title Insurance Commitment or Title Opinion (OHFA to be insured);
11. Proof of site control (purchase contract, purchase option, etc...);
12. Copy of Proposed Deed;
13. Appraisal for property as is, and as built;
14. Flood Certificate for each property;
15. Survey showing access to public streets and utilities;
16. Zoning classification letter from city;
17. Current construction budget, building timeline, and proposed draw schedule, approved by architects;
- 18.** Expected sales price;

19. Construction contracts (general contractor and subcontractor- AIA suggested);  
*Please Provide if it is relevant.*
20. Insurance Certificate for general contractor; -  
*Please Provide if it is relevant.*
- 21.** Building Permits;
22. Policies and Procedures for ensuring buyers will be qualified based on income;
- 23.** Bank account wiring information. (Account name, Bank name, routing #, Acct #);
24. Proof of insurance for each home/site;
25. Such other information as may reasonably be requested by OHFA.