

**ARRA TAX CREDIT ASSISTANCE PROGRAM
(TCAP) PRECLOSING AND CLOSING INDEX**

**PRECLOSING DOCUMENTS THAT MUST BE PROVIDED WHEN THE AWARD
LETTER IS RETURNED, IF NOT PREVIOUSLY PROVIDED.**

1. Financial Statements of proposed Guarantor(s)
2. Draft Commitment for Title
3. Proposed Third Party Escrow Agreements, if Escrows are to be held by an entity other than PHFA
4. Narrative Describing the Proposed Funding and Disbursement of Ancillary Funding Sources
5. Draft Amended and Restated Limited Partnership Agreement
6. Project Summary and ARRA Job Information Estimate
7. DUNS Number

**PRECLOSING DOCUMENTS THAT MUST BE SUBMITTED TO
PHFA PRIOR TO THE SCHEDULING OF CLOSING**

TAX CREDITS/DEVELOPMENT

- _____ Final Tax Credit Worksheet
- _____ Final PHFA Spreadsheet
- _____ Carryover Allocation Agreement

MANAGEMENT

- _____ Management Plan
- _____ Lease with Accessible Units Addendum
- _____ Fair Housing Marketing Plan
- _____ Section 504 Compliance

**PRECLOSING DOCUMENTS THAT MUST BE SUBMITTED TO
PHFA FIVE (5) DAYS PRIOR TO THE SCHEDULED CLOSING**

TECHNICAL SERVICES

- _____ Environmental Review Approval (NEPA requirements satisfied)
- _____ Construction Cost Estimate - approved and to be signed by General Contractor and Mortgagor
- _____ AIA Document A101 Construction Contract with PHFA Addendum
- _____ Original Payment Bond and Performance Bond with PHFA Identified as Dual-Obligee or Letter of Credit
- _____ Signed Architect's Certification - Compliance with Accessible Housing Design Requirements & all LIHTC requirements
- _____ Fully executed Architect(s) Contract
- _____ Plans & Specifications (3 sets) with Specifications containing Davis-Bacon or prevailing wage determinations, as applicable (signed and initialed)
- _____ Building Permit

FINANCE

- _____ Initial Payout Application (with all back-up documentation evidencing the payout request, including, but not limited to, invoices, cancelled checks, receipts and all other related documents)

MANAGEMENT

- _____ Insurance Certificates & Policies (with Agency named Mortgagee, Additional Insured & Loss Payee)
 - (a) Builder's Risk
 - (b) Property and General Liability
 - (c) Flood Insurance, if applicable
 - (d) Boiler and machinery, if applicable
 - (e) Architect's Insurance
 - (f) General Contractor's Insurance
- _____ Fully executed Management Agreement (and Approval of Agent and Fee)

TAX CREDIT ASSISTANCE PROGRAM CLOSING INDEX

** all documents on this list must be submitted and approved
no later than five (5) days prior to the scheduled Closing*

1. PHFA Commitment/Award Letter
2. TCAP Agreement
3. PHFA Financial Spreadsheet/Worksheet (to be used as exhibit B to TCAP Agreement)
4. Indenture of Restrictive Covenants Low Income Housing Tax Credits and TCAP
5. Security Documents
 - (a) Open-End PHFA Mortgage & Security Agreement
 - (b) UCCs
 - (c) Note
 - (d) Guaranty
6. Assignment of Agreements Affecting Real Estate
7. Disbursement Agreement (if applicable)
8. Partnership Organizational Certification and Amended and Restated Limited Partnership Agreement
9. Opinion of Mortgagor's Counsel
10. Commitment for Title Insurance and Title Insurance Policy
11. Deed
12. Waiver of Liens for General Contractor (if applicable)
13. Tax Identification Number (IRS W-9 Form)
14. IRS Form CP575 – Notice of New Employer Identification Number Assigned or IRS Letter 147C
15. Ancillary Funding Documents

_____ HRA Note, Mortgage and Rider, (check if applicable)

_____ PennHOMES Note, Mortgage and Regulatory Agreement, (check if applicable)

_____ HUD Financing Documents, (check if applicable)

_____ Third Party _____ (identify party and check if applicable)