

## INITIAL CLOSING LIST

DEVELOPMENT NAME: [\_\_\_\_\_]  
 DEVELOPMENT ADDRESS: [\_\_\_\_\_]  
 MORTGAGOR: [\_\_\_\_\_]  
 MORTGAGOR LEGAL: [\_\_\_\_\_]  
 INVESTOR/SYNDICATOR/COUNSEL: [\_\_\_\_\_]  
 GENERAL CONTRACTOR: [\_\_\_\_\_]  
 ARCHITECT: [\_\_\_\_\_]  
 PROPERTY MANAGEMENT COMPANY: [\_\_\_\_\_]

CHFA DEV. NO.: [\_\_\_\_\_]  
 LOAN AMOUNT: [\$\_\_\_\_\_]  
 SOURCE OF FUNDS: [\_\_\_\_\_]  
 CHFA UNDERWRITER: [\_\_\_\_\_]  
 CHFA LEGAL: [\_\_\_\_\_]  
 CHFA ASSET MANAGER: [\_\_\_\_\_]  
 CHFA TECHNICAL SERVICES: [\_\_\_\_\_]

**BOARD**  
 RESOLUTION: [\_\_\_\_\_, 20\_\_]

**Note: Boldfaced items below are CHFA Rate Lock Critical Path Items. Acceptable editions of these items must be submitted to CHFA prior to locking of interest rate.**

	Item	Responsible For Delivery	Responsible To Approve/ Finalize	CHFA Approved	Comments
1.	CHFA Board Resolution	N/A	N/A		
2.	CHFA Commitment Letter	CHFA UNDERWRITER	CHFA UNDERWRITER MORTGAGOR		<i>Expires: [_____, 20__]</i>
3.	CHFA Commitment Fee	CHFA UNDERWRITER	CHFA UNDERWRITER MORTGAGOR		
	<b><u>MORTGAGOR</u></b>	*****	*****	*****	*****
4.	<b>Partnership Agreement /Operating Agreement</b>	MORTGAGOR MORTGAGOR LEGAL INVESTOR	CHFA LEGAL CHFA UNDERWRITER		

	<b>Item</b>	<b>Responsible For Delivery</b>	<b>Responsible To Approve/ Finalize</b>	<b>CHFA Approved</b>	<b>Comments</b>
5.	Certificate of Limited Partnership/Articles of Organization	MORTGAGOR LEGAL	CHFA LEGAL		
6.	Certificate of Legal Existence <i>(dated within 60 days of closing)</i>	MORTGAGOR LEGAL	CHFA LEGAL		
7.	Borrowing/Authorizing Resolution <i>(certified)</i>	MORTGAGOR LEGAL	CHFA LEGAL		
8.	D.R.S. "No Tax Due Letter" re: Mortgagor	MORTGAGOR LEGAL	CHFA LEGAL		
9.	UCC, Bankruptcy & Litigation Search re: Mortgagor	MORTGAGOR LEGAL	CHFA LEGAL		
	<b><u>GENERAL PARTNER/ MANAGER OF MORTGAGOR</u></b>	*****	*****	*****	*****
10.	Articles of Organization /Certificate of Incorporation	MORTGAGOR LEGAL	CHFA LEGAL		
11.	Operating Agreement/Bylaws	MORTGAGOR LEGAL	CHFA LEGAL		
12.	Cert. of Legal Existence	MORTGAGOR LEGAL	CHFA LEGAL		<i>dated within 60 days of closing</i>
13.	D.R.S. "No Tax Due Letter" re: General Partner/Manager	MORTGAGOR LEGAL	CHFA LEGAL		
14.	UCC Bankruptcy & Litigation Search re: General Partner /Manager	MORTGAGOR LEGAL	CHFA LEGAL		
	<b><u>OPINION LETTERS</u></b>	*****	*****	*****	*****
15.	CHFA Opinion Letter	MORTGAGOR LEGAL	CHFA LEGAL		<i>Including tenant lease &amp; transfer act opinion, if applicable</i>
	<b><u>PROPERTY MATTERS</u></b>	*****	*****	*****	*****
16.	Mortgagor's Insurance Certificate(s) & Paid Receipt	MORTGAGOR	CHFA OPERATIONS OFFICER		
17.	Mortgagor Affirmative Action Policy/Statement	MORTGAGOR	CHFA UNDERWRITER		
18.	Property Appraisal	MORTGAGOR CHFA UNDERWRITER	CHFA UNDERWRITER		
19.	<b>ALTA Survey (with conforming certifications to CHFA, DOH &amp; Title Company)</b>	MORTGAGOR	CHFA TECH SERVICES CHFA LEGAL		<i>2 copies for CHFA; 1 copy for DOH</i>
20.	<b>Flood Certification/Exemption</b>	MORTGAGOR	CHFA OPERATIONS OFFICER		

	Item	Responsible For Delivery	Responsible To Approve/ Finalize	CHFA Approved	Comments
21.	<b>CHFA Mortgagee Title Insurance Proforma</b>	MORTGAGOR LEGAL	CHFA LEGAL		<i>(Deliver Final Original Title Policy at closing)</i>
22.	Copies of all Title Proforma Schedule B Encumbrances	MORTGAGOR LEGAL	CHFA LEGAL		
23.	Copy of Ground Lease	MORTGAGOR LEGAL	CHFA LEGAL		<i>If applicable</i>
24.	Closing Protection Letter	MORTGAGOR LEGAL	CHFA LEGAL		
25.	Copy of Title Company Bill (Paid)	MORTGAGOR LEGAL	CHFA LEGAL		<i>Post-closing</i>
26.	Current Paid Property Tax Receipt	MORTGAGOR MORTGAGOR LEGAL	CHFA ASSET MANAGER		
27.	<b>Evidence of Governmental Approvals/Zoning Compliance</b>	MORTGAGOR MORTGAGOR LEGAL	CHFA TECH SERVICES		
28.	<b>Environmental Site Assessment</b>	MORTGAGOR	CHFA TECH SERVICES		
	<b><u>FINANCIAL MATTERS</u></b>	*****	*****	*****	*****
29.	<b>Development Budget</b>	MORTGAGOR	CHFA UNDERWRITER		
30.	<b>Allocation of Funds (Sources and Uses)</b>	MORTGAGOR	CHFA UNDERWRITER		
31.	Development Period Cash Flow Statement	MORTGAGOR	CHFA UNDERWRITER		
32.	Application for Advance of Mortgage Proceeds	MORTGAGOR	CHFA UNDERWRITER		
33.	Disbursement Summary	PREPARED BY CHFA UNDERWRITER	CHFA UNDERWRITER		
34.	Mortgagor W-9	MORTGAGOR	CHFA FINANCE		
35.	Mortgagor Wire Instructions/ACH	MORTGAGOR	CHFA FINANCE		
	<b><u>ASSET MANAGEMENT</u></b>	*****	*****	*****	*****
36.	<b>Management and Affirmative Fair Marketing Agreement*</b>	CHFA ASSET MANAGER	MORTGAGOR CHFA ASSET MANAGER		
37.	Management Plan & Management Agent Confirmation	MORTGAGOR	CHFA ASSET MANAGER		

	Item	Responsible For Delivery	Responsible To Approve/ Finalize	CHFA Approved	Comments
38.	Tenant Selection Plan*	MORTGAGOR	CHFA ASSET MANAGER		
39.	Tenant Relocation Plan, if applicable	MORTGAGOR	CHFA ASSET MANAGER		
40.	Fair Housing Marketing Plan	MORTGAGOR	CHFA ASSET MANAGER		
41.	Property Management Co. W-9	MORTGAGOR	CHFA FINANCE		
42.	Property Management Company's Insurance Certificate(s) & Paid Receipt	MORTGAGOR	CHFA ASSET MANAGER		
43.	All HUD Requirements as accepted/approved by Section 8 Program Specialist (as applicable)	MORTGAGOR	CHFA ASSET MANAGER CHFA LEGAL		
	<b><u>ARCHITECT</u></b>	*****	*****	*****	*****
44.	Architect Agreement	ARCHITECT MORTGAGOR	CHFA TECH SERVICES		
45.	Plans & Specifications (100% Complete) & Architect Certification	ARCHITECT MORTGAGOR	CHFA TECH SERVICES		1 set for CHFA; 1 CD/electronic file for DOH
46.	Architect's Insurance Certificate(s) & Paid Receipt	ARCHITECT MORTGAGOR	CHFA OPERATIONS OFFICER		
47.	Confirmation of Available Utilities	ARCHITECT MORTGAGOR	CHFA TECH SERVICES		
	<b><u>GENERAL CONTRACTOR</u></b>	*****	*****	*****	*****
48.	General Construction Contract	MORTGAGOR GENERAL CONTRACTOR	CHFA TECH SERVICES		
49.	Construction Progress Schedule/Project Timetable with Major Milestones	MORTGAGOR GENERAL CONTRACTOR	CHFA TECH SERVICES		
50.	Project Cost Summary	MORTGAGOR GENERAL CONTRACTOR	CHFA TECH SERVICES		
51.	Exploded Trade Payments Breakdown	MORTGAGOR GENERAL CONTRACTOR	CHFA TECH SERVICES		
52.	Building Permit(s)	MORTGAGOR GENERAL CONTRACTOR	CHFA TECH SERVICES		
53.	100% Payment and Performance Bonds	MORTGAGOR GENERAL CONTRACTOR	CHFA TECH SERVICES CHFA LEGAL		

	Item	Responsible For Delivery	Responsible To Approve/ Finalize	CHFA Approved	Comments
54.	Power of Attorney re: Bonds	MORTGAGOR GENERAL CONTRACTOR	CHFA LEGAL		
55.	Dual Obligee Rider re: Bonds for CHFA	MORTGAGOR GENERAL CONTRACTOR	CHFA LEGAL		
56.	Acceptance of Bond Issuer	MORTGAGOR GENERAL CONTRACTOR	CHFA UNDERWRITER		
57.	Confirmation of Bond Issuer license in State of Connecticut	MORTGAGOR GENERAL CONTRACTOR	CHFA UNDERWRITER		
58.	General Contractor Certificate of Legal Existence	GENERAL CONTRACTOR	CHFA LEGAL		
59.	General Contractor Corporate Resolution	GENERAL CONTRACTOR	CHFA LEGAL		
60.	General Contractor Connecticut License	GENERAL CONTRACTOR	CHFA LEGAL		
61.	D.R.S. "No Tax Due" Letter re: General Contractor	GENERAL CONTRACTOR	CHFA LEGAL		
62.	D.R.S. "Sales/Use Tax" Facility Determination Letter	GENERAL CONTRACTOR	CHFA LEGAL		<i>if applicable</i>
63.	General Contractor Attorney Opinion Letter	GENERAL CONTRACTOR	CHFA LEGAL		
64.	General Contractor's Insurance Certificate & Paid Receipt	GENERAL CONTRACTOR	CHFA OPERATIONS OFFICER		
65.	General Contractor's Affirmative Action Plan	MORTGAGOR GENERAL CONTRACTOR	CHFA OPERATIONS OFFICER		
	<b><u>CHFA LOAN DOCUMENTS</u></b>	*****	*****	*****	*****
66.	Declaration and Agreement of Restrictive Covenants	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		
67.	Construction Loan Note	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		
68.	Permanent Loan Note	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		
69.	Open End Construction Mortgage Deed, Security Agreement, Assignment of Leases and Rentals and Fixture Filing	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		
70.	Covenant of Compliance and Regulatory Agreement	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		

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71.	Mortgagor's Affidavit and Agreement	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		
72.	Environmental Indemnification Agreement	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL CHFA TECH SERVICES		
73.	Construction Loan and General Escrow Agreement	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		
74.	General Contractor Agreement, Assignment & Consent	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL GENERAL CONTRACTOR		
75.	Amendment to Architect Agreement	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL ARCHITECT		
76.	SEEC 10 Form	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		
77.	UCC-1 Financing Statement (Filed with CT SOS)	CHFA LEGAL	MORTGAGOR LEGAL CHFA LEGAL		
	<b><u>LOW INCOME HOUSING TAX CREDITS/TAX EXEMPT BONDS</u></b>	*****	*****	*****	*****
78.	Extended Low Income Housing Commitment	CHFA LEGAL CHFA TAX CREDIT	MORTGAGOR LEGAL CHFA LEGAL CHFA TAX CREDIT		
79.	42(m) Letter; Subsidy Layering Analysis	MORTGAGOR	CHFA TAX CREDIT		
80.	<b>Developer Tax Certificate</b>	MORTGAGOR	CHFA BOND COUNSEL		
	<b><u>MISCELLANEOUS</u></b>	*****	*****	*****	*****
81.	Project Specific Requirements To Be Determined per CHFA Board Resolution, DOH Term Sheet/To Be Customized for required items specific to each transaction				