

# **Attachment # 26**

## **Construction Loan Closing Checklist**

**Public Housing and Community Development**  
**Development and Loan Administration Division**  
 701 N.W. 1<sup>st</sup> Ct 14 floor  
 Miami, Florida 33136  
 (786) 469-2188 Fax: (786) 469-2230

**DEVELOPER:** \_\_\_\_\_

**DEVELOPER ADDRESS:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**PROJECT TYPE:**            New Const. \_\_\_\_ Rehab. \_\_\_\_ Acquisition. \_\_\_\_

**COUNTY COMMISSION RESOLUTION(S):** \_\_\_\_\_

The following items must be submitted to the Development and Loan Administration Division (DLAD) to the Construction Lending Unit on or before expiration date of your awarded Fiscal Year allocation(s) by the Board of County Commissioner. DLAD close US HUD Federal and State as well as Local County funding sources on behalf of OCED. The following items are typical requirements. Additional documentation may be required depending upon the specifics of the transaction. Please submit (3) three ring binders for HOME, HDG, CDBG, RRP and (2) two three ring binders for SURTAX and SHIP funding sources clearly tabbed or labeled. Please do not submit closing binders unless you are ready to proceed with closing.

**Section 1: Principal Loan Closing Documents**

<b>Item</b>	<b>Item Description</b>	<b>Rec'd</b>	<b>Apprvd.</b>
1	Current survey, showing all easements and rights of ways certified to Miami-Dade County.		
2	Site plan showing existing and/or proposed structures, with proposed finished floor elevations.		
3	Fully executed Owner/Architect contract.		
4	Copy of BCC Resolution(s).		
5	Fully executed Owner/Contractor contract.		
6	Executed Affordable Housing or HOME Contract & Budget.		

Item	Item Description	Rec'd	Apprvd.
7	Original executed set of Dade County Affidavits.		
8	Current Phase I Environmental Assessment, certified to Miami-Dade County.		
9	Other Environmental Reports: Soils____;Asbestos____; Lead Based Paint____; Termite____; Physical Needs Assessment____; HUD Environmental Clearance letter (HOME AND CHDO)_____.		
10	Copies of Commitment for Title Insurance, with Miami Dade County as proposed insured.		
11	Letter assignments of contracts agreements and plans from Architect, Engineer and General Contractor.		
12	Certificate of General Liability Insurance with Miami Dade County as additional insured.		
12(a)	Certificate of your Agency Worker's Compensation Insurance.		
12(b)	Binder/Certificate for Builders Risk Insurance with Miami-Dade County as named insured and/or loss payee, with 30-day cancellation clause.		
12(c)	Certificate for Flood Insurance (or letter of availability from insurance broker for new projects).		
12(d)	Certificate of insurance for all owned, hired or non-owned auto.		
12(e)	Professional Liability from G.C. or Architect.		
13	MAI appraisal of land and improvements utilizing identical working plans and specifications, and appropriate financial projections. (certified to Miami-Dade County)		
14	Fully executed commitment letters from all project lenders.		
15	Syndication Agreement (if applicable).		
16	Final Commitment (Check compliance for special condition)		
17	Rental Regulatory Agreement (# of set aside units must be identified)		
18	List of subordinations and other junior liens		
19	Promissory Note and Mortgage Agreement		
20	Settlement Statement		

21	Fully executed original or certified copy of multiple oblige Payment & Performance Bond, including power of attorney for agent		
22	Final Budget Approved by Borrower and PHCD		
23	Sources and Uses Statement.		
24	Income & Expense Proforma with debt service coverage for the first year.		
25	30 years Proforma.		
26	Property Deed or long-term lease agreement		
27	Authorized Condominium Documents (if applicable).		
28	Release Price Schedule (Homeownership only)		
29	Copy of cancelled check for loan commitment fee. (for profit developers only.)		
30	Other lender's loan documents. Notes		
31	Document Correction Agreement		
32	One set of Draft proposed loan closing documents (blacklined)		
33	A diskette containing all loan documents (blacklined) in Word		

**SECTION 2: ORGANIZATIONAL DOCUMENTS**

<b>Item</b>	<b>Item Description</b>	<b>Rec'd</b>	<b>Apprvd.</b>
34	Developer Joint Venture Agreement (if applicable)		
35	Copy of General Contractor's current State General license.		
36	Copy of General Contractor's current City and /or County Occupational license.		
37	General Contractor's Qualification Statement (such a AIA Form 305)		
38	Copies of Borrower's corporate documentation, including certificate of good standing, by-laws and borrowing resolution.		

**SECTION 3: CONSTRUCTION DOCUMENTATION**

<b>Item</b>	<b>Item Description</b>	<b>Rec'd</b>	<b>Apprvd.</b>
39	Floor plans for all typical units <u>with measurements</u> (8 1/2" X 11") and project specifications, and One Full Set (Copy) of Final Plans		
40	Copies of current building permits. /utility letters		
	Copy of recorded Notice of Commencement		
41	Construction Progress Schedule (Bar Chart, C.P.M. or		

	similar)		
42	Construction Schedule of Values, with subcontractors identified (such as AIA forms G702 and G703)		
43	Signage compliance, Memo from County's Construction Manager confirming compliance.		
44	Construction Loan Agreement		
45	Scope of Work for Rehab Project		
46	Disbursement Plans		
47	Evidence of prevailing wage rates paid during construction		
48	Architects Certificates of ADA Compliance for Rehab Projects		

**SECTION 4: PROPERTY MANAGEMENT APPROVALS**

Item	Item Description	Rec'd	Apprvd.
49	Property Management Contract		
50	Current Affirmative Fair Housing Marketing Plan		
51	Relocation Plan with evidence of compliance (if applicable)		

**SECTION 5: FINANCIAL REPORTING REQUIREMENTS**

Item	Item Description	Rec'd	Apprvd.
52	W-9's forms for all applicable payees.(must be original)		

**SECTION 6: CONTACT INFORMATION**

Please provide us with the contacts of all parties involved in closing this project.

**Borrower information:**

Company/Agency Name: \_\_\_\_\_

Sponsor/Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

Attorney: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**Title Information**

Title Officer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title company: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ Policy #: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Escrow Officer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Escrow Company: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_ Escrow #: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

**Construction Lender**

Company/Agency Name: \_\_\_\_\_  
Sponsor/Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_

Attorney: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_

**All Locality Contacts/Subordinate Financing (i.e. City/State/Federal) Attach separate sheet if needed)**

Agency Name: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_

Attorney: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_

Attorney: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_