

Attachment 27

Construction Loan Closing Checklist

Department of Housing and Community Development (DHCD)
Loan Processing and Servicing Division
 Overtown Transit Village I
 701 NW 1 Court, 14th Floor
 Miami, FL 33136
 786-469-2100 – Office/Fax: 786-469-2230

DEVELOPER: _____

DEVELOPER ADDRESS: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____

E-mail Address: _____

PROJECT TYPE: New Const. _____ Rehab. _____ Acquisition_____

FUNDING SOURCE: _____

COUNTY COMMISSION
RESOLUTION (S): _____

The following items must be submitted to DHCD, Loan Processing and Servicing Division before expiration date of your awarded Fiscal Year allocation(s) by the Board of County Commissioners. Please submit three (3) closing binders with the following items in a three (3) ring binder tabbed or labeled in the format below:

SECTION I: Principal Loan Closing Documents

Item	Item Description	Received	N/A	Date Approved
1	Current survey, showing all easements and rights of ways certified to Miami-Dade County			
2	Site Plan			
3	Fully executive Owner/Architect contract			
4	Copy of BCC Resolution(s)			
5	Fully executive Owner/Contractor contract			

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Item	Item Description	Received	N/A	Date Approved
6	HCD awarded Housing Contract & Budget			
7	Original executed set of Miami-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 _____; Other Environmental Clearance Letter			
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 Compensations Insurance			
12(b)	Binder/Certificate for Builders risk Insurance 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 executive commitment letters from al Project Leaders			
15	Syndication Agreement (if applicable)			

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Item	Item Description	Received	N/A	Date Approved
16	Fully executed original or certified copy of multiple obligee Payment & Performance Bond, including Power of Attorney for agent			
17	Sources and Uses Statement Construction Cost Breakdown Report			
18	Income & Expense Proforma with debt service coverage for the first year			
19	30-year Proforma			
20	Property Deed			
21	Authorized Condominium documents (if applicable)			
22	Release Price Schedule (Homeownership only)			
23	Copy of cancelled check for loan commitment fee (for profit developers only)			
24	Other lender's documents/notes			
25	Document Correction Agreement			
26	FHFC Underwriting Report (if applicable) & payment of underwriting fee and Subsidy Layering Review			

SECTION II: ORGANIZATIONAL DOCUMENTS

Item	Item Description	Received	N/A	Date Approved
27	Developer Joint Venture Agreement (if applicable)			
28	Copy of General Contractor's current State General License			
29	Copy of General Contractor's current City and/or County Occupational License			
30	General Contractor's Qualification Statement (such as AIA Form 305)			
31	Copies of Borrower's Corporate documentation, including Certificate of good standing, By-Laws and borrowing Resolution			

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SECTION III: CONSTRUCTION DOCUMENTATION

Item	Item Description	Received	N/A	Date Approved
32	Floor plans for all typical units with measurements (1/4" scale) and project specifications			
33	Copies of current building permits/utility letters			
34	Copy of recorded Notice of Commencement			
35	Construction Progress Schedule (Bar Chart, CPM or similar)			
36	Construction Schedule of Values, with subcontractors identified (such as AIA forms 6702 and 6703)			
37	Signage compliance, Memo form County's Construction Manager confirming compliance and \$650 signage fee			
38	Scope of Work for Rehab Project			
39	Disbursement Plans			
40	Evidence of prevailing wage rates paid during construction			
41	Architects Certificates of ADA Compliance for Rehab Projects			

SECTION IV: PROPERTY MANAGEMENT APPROVALS

Item	Item Description	Received	N/A	Date Approved
43	Property Management Contract			
44	Current Affirmative Fair Housing Marketing Plan			
45	Relocation Plan with evidence of compliance (if applicable)			

SECTION V: FINANCIAL REPORTING REQUIREMENTS

Item	Item Description	Received	N/A	Date Approved
46	W-9 forms for all applicable payees (must be original)			

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SECTION VI: CONTACT INFORMATION

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

BORROWER:

Company/Agency Name: _____

Sponsor/Contact: _____ Phone #: _____

Email: _____ Fax #: _____

Address: _____

Attorney: _____ Fax #: _____

Email: _____ Phone #: _____

Address: _____

TITLE INFORMATION:

Title Officer: _____

Title Company: _____ Phone #: _____

Address: _____

Escrow Officer: _____

Escrow Company: _____ Phone #: _____

Address: _____ Escrow #: _____

Email: _____

CONSTRUCTION LENDER:

Company/Agency Name: _____

Sponsor/Contact: _____ Phone #: _____

Email: _____ Fax #: _____

Address: _____

Attorney: _____ Fax #: _____

Email: _____ Phone #: _____

Address: _____

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All Locality Contacts/Subordinate Financing (e.g., 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: _____