

**Mark-to-Market
Claim Payment Checklist**

Form 7.4

Date _____

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Requires Special Handling (see page 2) |
| <input type="checkbox"/> | Does not require Special Handling |

Property Name: _____

FHA Number: _____

Checklist of required documents (if applicable to the transaction) to be submitted to OAHQ HQ at least 16 days prior to closing:

| Date Received | Document <i>(Originals sent to PAE for the docket)</i> |
|---------------|--|
| | Form 7.5 Claim Payment Summary |
| | Restructuring Commitment with Exhibit A and Exhibit F |
| | Certification of Mortgage Balance |
| | Form 7.6 Application for 541(b) payment |
| | Wiring Instructions for Partial Payment of Claim - Payment Information Form - Treasury Financial Communication System for Existing Mortgagee |
| | Written Authorization from Existing Mortgagee (in F47) for Payment to be sent to Other Entity (aka Treasury Letter) |
| | Official Corporate Resolution naming corporate officers with signing authority for Mortgagee |
| | Delegation of Authority requesting Servicer to act on behalf of Mortgagee (if applicable) |
| | If Power of Attorney submitted in lieu of Treasury Letter, certification by PAE attorney clarifying content |
| | Official Corporate Resolution naming corporate officers with signing authority for Servicer |
| | Form 4.11 F47 Clearance Cert <u>or</u> 4.12 F47 Reconciliation Form |
| | Insurance Termination Request for Multifamily Mortgage HUD 9807 |
| | Form 7.7 Closing Parties Checklist |

FOR OAHP/PAE USE ONLY - Special Handling Instructions (please check all that apply):

Shaded items must be cleared before deal can be added to calendar, specific HQCS review follows in (x).

- 236 IRP Re-Use**

- Bond-financed** existing loan – address any timing issues re. calling of bonds in Comments below
 - CMB has over 2 mo bond interest, provide breakout from trustee (HQCC check w Bond dept)
 - bond fees exceed \$5000, provide breakout from trustee (HQCC check w Bond dept)

- Co-op**

- NO takeout** - HUD will be in first position

- Existing subordinate debt** – e.g.,workouts, conv, and/or Flex - date original and draft mod/subord docs sent to HQ for OGC review_____ (HQCS-ok if dated)

- Additional Funds** (AF model)- Highlights Memo approved (HQCS confirm with AF reviewer)

- Transfer of Physical Assets** (TPA) –Preliminary Approval Date_____ (HQCC ok if dated)

- Qualified Non-Profit** (QNP) – Debt Forgiveness/Assignment.
 - date approved by OAHP DAS _____ (HQCS confirm w/ QNP liaison)
 - date draft docs sent to HQ_____ (HQCS confirm w/ QNP liaison)

- F47 Issues** (HQCS ok if approved form attached (w/o attachments))
 - Form 4.11 **OR**
 - Form 4.12

- Comments/Other** (specify) _____

(NOTE: PAE responsible for follow-up to assure reviews are completed and approved before Closing when only start/submission was required to get on Closing calendar.)