

**Mark-to-Market Form 7.4a**  
**HUD-Held or Non-Claim/Non-HUD-held Restructuring Summary Checklist**

Date \_\_\_\_\_

- |  |
|--|
| <input type="checkbox"/> Requires Special Handling (see below) |
| <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 OAHP HQ at least 16 days prior to closing:**

| Date Received | Document<br><i>(Originals sent to PAE for the docket)</i>   |
|---------------|---|
|               | Form 7.12 M2M HUD-held Restructuring Summary -or-<br>Form 7.13 M2M Non-Claim/Non-HUD-held Restructuring Summary |
|               | Restructuring Commitment with Exhibit A and Exhibit F   |
|               | Certification of Mortgage Balance and/or HUD Payoff Statement   |
|               | Form 4.11 F47 Clearance Cert <b>or</b> 4.12 F47 Reconciliation Form (n/a if HUD-held)                           |
|               | Form 7.7 Closing Parties Checklist  |
|               | Form 9807 (if non-claim, not HUD-held)  |

**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 (HQCS check w Bond dept)
  - bond fees exceed \$5000, provide breakout from trustee (HQCS 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) – enter Preliminary Approval Date \_\_\_\_\_ (HQCS ok if dated)
- Qualified Non-Profit** (QNP) – Debt Forgiveness/Assignment. Enter:
  - date approved by OAHP DAS \_\_\_\_\_ (HQCS confirm this with QNP liaison)
  - date draft docs sent to HQ \_\_\_\_\_ (HQCS confirm this with QNP liaison)
- F47 Issues** - N/A if HUD-held. (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 completed and approved before Closing when only start/submission was required to get on Closing calendar.)