

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Section 223(f) Post-Closing Electronic Document Submission Checklist

Project Name \_\_\_\_\_

FHA Project Number \_\_\_\_\_

Initial/Final Closing Date \_\_\_\_\_

Per the Uniform Condition #9 of the Firm Commitment for the POST-CLOSING submission, all electronic files of the executed closing documents must be submitted on a USB flash drive using the HUD mandated naming conventions. The standard naming convention is:

[iREMS number] \_ [HUD naming convention] For example – 800123456\_Note Multistate.

All files should be submitted in a PDF format using this naming convention. *Note: this naming convention is NOT required for DRAFT closing documents.*

Item		HUD Form	HUD's electronic submission Naming Convention	#	Status and Comment
<b>I. FHA Commitment</b>					
1.	a. FHA Firm Commitment	HUD-92432	Firm Commitment	C	<i>Include all attachments including HUD-executed 92264, 92264-A, and property insurance requirements and schedule. Include extensions, if applicable.</i>
	b. Amendments, if any		Firm Amendments	C	
	c. Assignments, if any		Assignment of Commitment	C	
<b>IV. Organizational, Due Diligence, and Other Supporting Documents</b>					
2.	Borrower's Incumbency Certificate with Organizational Documents attached		Incumbency Certificate	O	<i>Update checklist as appropriate for entity type.</i>
	a. Filed formation documents, from Secretary of State, as amended		3234B or 3235 Model Form of Certificate of Incorporation	C	<i>e.g., Articles of Organization, Certificate of Limited Partnership, or Articles of Incorporation.</i>

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Item	HUD Form	HUD's electronic submission Naming Convention	#	Status and Comment
b. Operating Agreement / Partnership Agreement / Bylaws, as amended		3245 Model Form of Bylaws	C	<i>Should include HUD-required provisions and be certified by Borrower as current and correct.</i>
c. Authorizing Resolution		Mins of Meetings Resolutions Organize of Dirs Shareholders	C	<i>If applicable (authority may be granted in governing agreement).</i>
d. Status certificate		Status Certificate	C	<i>Should be dated w/in 30 days of closing.</i>
e. Qualification to Do Business in Project State		Qualification to Do Business in Project State	C	<i>For out-of-state entities, if applicable.</i>
3. Borrower's Managing Member / General Partner's Incumbency Certificate with Organizational Documents attached		Incumbency Certificate	O	<i>As applicable.</i>
a. Filed formation documents, from Secretary of State, as amended		3234B or 3235 Model Form of Certificate of Incorporation	C	<i>e.g., Articles of Organization, Certificate of Limited Partnership, or Articles of Incorporation.</i>
b. Operating Agreement / Partnership Agreement / Bylaws, as amended		3245 Model Form of Bylaws	C	<i>Should be certified by entity as current and correct.</i>
c. Authorizing Resolution		Mins of Meetings Resolutions Organize of Dirs Shareholders	C	<i>If applicable (authority may be granted in governing agreement).</i>
d. Status certificate		Status Certificate	C	<i>Should be dated w/in 30 days of closing.</i>
e. Qualification to Do Business in Project State		Qualification to Do Business in Project State	C	<i>For out-of-state entities, if applicable, and if required by state law.</i>

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4.	ALTA Survey Plat with HUD Survey Certification		92457 Surveyors Report and Certified Property Survey	O	<i>Dated within 120 days of closing.</i>
5.	HUD Survey Instructions and Surveyor's Report	HUD-91073M	91073M HUD Survey Instructions and Report	O	<i>Last inspection within 120 days of closing.</i>
6.	Title Insurance Policy, with endorsements		Title Insurance Policy	O	<i>2006 ALTA form, where approved for use in the applicable jurisdiction. HUD-required endorsements should be attached. Title exception documents and pro forma policy should be received &amp; reviewed prior to closing. Include authority letter for title agent, if applicable.</i>
	a. Title Exception Documents		Title Exception	C	
	b. UCC Search Report		UCC	C	
7.	Deed or Ground Lease	HUD-92070M, if Ground Lease	Deed or Ground Lease	C	
8.	Evidence of Zoning Compliance		Evidence of compliance (Zoning Comp)	C	<i>Usually a zoning endorsement to Title Policy; if not, a zoning opinion or letter from the zoning authority may be needed.</i>
9.	Evidence of Building Code Compliance		Building Codes	C	
10.	Opinion of Borrower's Counsel	HUD-91725M	91725M Guide for Opinion of Borrowers Counsel	O	<i>Should include appropriate attachments.</i>
	a. Certification of Borrower	HUD-91725M-CERT	91725M Guide for Opinion of Borrowers Counsel	O	

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	b. Supporting legal opinion		Third Party financing-legal documents	C	Bond/LIHTC opinions, if applicable.
	c. List of pending litigation		Litigation Hold	C	If applicable.
11.	Inspection Fee Check		Inspection Fee Check	O	
12.	Mortgage Insurance Premium (MIP) Check		Mortgage Insurance Premium Check	O	
13.	Special Conditions from Firm Commitment		FIRM Special Conditions	C	If applicable.
14.	Local Requirements		Local Requirements	C	If applicable.
15.	Attendance List		Closing Attendance List	O	If applicable.
<b>HUD Loan Documents</b>					
16.	Note (Multistate)	HUD-94001M & state addendum	Note multistate	C	State-specific provisions and/or addenda may be required.
17.	Security Instrument	HUD-94000M & state addendum	Security Agreement and Financing Statement	O	State-specific provisions and/or addenda may be required.
18.	Regulatory Agreement	HUD-92466M	92466M Regulatory Agreement for Multifamily Projects	O	

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19.	UCC Financing Statements (State & County)		UCC	C	
20.	Request for Endorsement of Credit Instrument	HUD-92455M	92455M Request for Endorsement of Credit Instrument and Certificates	O	<i>With all applicable exhibits and attachments.</i>
21.	Agreement and Certification	HUD-93305M	93305M Agreement and Certification	O	<i>If applicable.</i>
22.	Short Form Cost Certification	HUD-2205-A	2205 A Mortgagors Cost Certification	O	<i>If applicable.</i>
23.	Certified Closing Statement		Certified Closing Statement	O	
24.	Certificate Regarding Tenant's Security Deposit		Security Deposit Certification	O	<i>If applicable.</i>
25.	Lender's Assurance of Permanent Financing		Lenders Certifications	O	
26.	Escrow Agreement for Non-critical, Deferred Repairs	HUD-92476 1M	92476 1M Escrow Agreement for noncritical deferred repairs	O	<i>If applicable.</i>
27.	Operating Deficit Escrow	HUD-92476a-M	92476A M Escrow Agreement for Operating Deficits	O	<i>If applicable.</i>
28.	Escrow Agreement for Off-Site Facilities	HUD-91071M	90179 CA Escrow Agreement for Off Site Facilities	O	
29.	Excess Mortgage Proceeds Escrow		Excess Mortgage Proceeds Escrow	O	
30.	Other escrow agreements, if applicable		Other Escrow Agreements	O	<i>List as required, see Closing Guide § 2.8.</i>

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31.	Borrower's Oath	HUD-92478M	92478M Borrowers Oath not 232	O	<i>Must be given under oath in accordance with state law requirements for taking an oath, in order to fulfill National Housing Act requirements.</i>
<b>IV. Secondary Financing Loan Documents</b>					
32.	Restrictive Covenants/Use Agreements		Use Agreements	C	<i>With HUD rider if applicable.</i>
33.	Secondary Financing Loan Documents		Secondary Financing	C	
	a. Loan Agreement		Secondary Financing – Loan Agreement	C	
	b. Note		Secondary Financing – Note	C	
	c. Mortgage		Mortgage-secondary financing	C	
	d. Subordination Agreement, or Rider to Note and Mortgage	HUD-92420M	92420M Subordination Agreement	O	<i>If private, non-governmental secondary financing is approved, a Rider to the second mortgage is used (see Closing Guide § 5.1); if public financing, the HUD Subordination Agreement is required.</i>
34.	Disbursement Agreement		Disbursement Agreement	O	<i>If applicable.</i>
<b>V. HUD Administrative Documents and Additional Requirements</b>					
35.	Administrative Memo with attached Waivers and HUD-2 forms		Waivers-Requests for waivers HUD-2 form (Waivers)	O	<i>If applicable.</i>

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36.	Document Review Worksheets, if applicable		Document Review Worksheets	O	<i>To the extent the field office program staff uses checklists or otherwise documents compliance with architectural, cost, valuation, or other underwriting requirements or Program Obligations, such documentation shall be retained.</i>
37.	Previous Participation Certification Clearance	HUD-92530	2530 Previous Participation	C	
38.	HUD Representative's Trip Report	HUD-95379	Trip Report Final 5379	O	
39.	Commercial Space Leases (with Tenant Estoppel Certificates)		Commercial Leases	C	<i>If applicable.</i>
40.	Subordination, Non-Disturbance and Attornment Agreements		Subordination, Non-Disturbance and Attornment Agreements	C	<i>If applicable. See sample form in Housing Notice 2011-07.</i>
41.	Lender's Byrd Amendment Certificate		Byrd Amendment	O	<i>Unless collected previously by Housing.</i>