

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 FHA Insured Post-Closing Electronic Document Submission Checklist
 (For §§§ 207, 220, and 221 Projects)

Project Name _____

FHA Project Number _____

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
I.	II.	III.	Organizational, Due Diligence, and Other Supporting Documents			
1.	Borrower's Incumbency Certificate with Organizational Documents attached, or certification of no change since initial closing					Update required documents as appropriate for entity type.
	a.	Filed formation documents, from Secretary of State, as amended		3234B or 3235 Model Form of Certificate of Incorporation	C	e.g., Articles of Organization, Certificate of Limited Partnership, Articles of Incorporation.
	b.	Operating Agreement/Partnership Agreement/Bylaws		3245 Model Form of Bylaws	C	Should include HUD-required provisions and be certified by Borrower as current and correct.
	c.	Authorizing Resolution		Mins of Meetings Resolutions Organize of Dirs Shareholders	C	If applicable (authority may be granted in governing agreement).
	d.	Status Certificate		Status Certificate	C	Should be dated w/in 30 days of closing.
	e.	Qualification to Do Business in Project State		Qualification to Do Business in Project State	C	For out-of-state entities, if applicable.

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Project Name and/or Number: _____

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2.	Borrower's Managing Member or General Partner's Incumbency Certificate with the Organizational Documents attached, or certification of no change since initial closing				<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.</i>
	b. Operating Agreement/Partnership Agreement/Bylaws		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>
3.	Opinion of Borrower's Counsel	HUD-91725M	91725M Guide for Opinion of Borrowers Counsel	O	<i>If and as applicable. See Closing Guide § 2.10.E.</i>
	a. Certification of Borrower	HUD-91725M-CERT	91725M Guide for Opinion of Borrowers Counsel	O	
	b. Supporting legal opinion		Third Party financing-legal documents	O	<i>Bond/LIHTC opinions, if applicable.</i>
	c. List of pending litigation		Litigation Hold	O	<i>If applicable.</i>
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>

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6.	Title Insurance Policy, with endorsements		Title Insurance Policy	O	Either a new policy or a date-down endorsement updating the original policy to final endorsement date. Include authority letter for title agent, if applicable.
	a. Title Exception Documents		Title Exception Documents	C	Including any new additional restrictive covenants related to secondary financing, if applicable.
7.	Certificate of Occupancy		Copy of Certificate of Occupancy or Final Inspection Report (COO)	C	
8.	Certificates				
	a. Request for Final Endorsement of Credit Instrument	HUD-92455 M	92455M Request for Endorsement of Credit Instrument and Certificates	O	
	b. Lender's Current Payment Letter		Lenders Certifications	O	If applicable.
	c. Contractor's Requisition	HUD-92448	92448 Contractors Requisition	O	
9.	Certificate Regarding Tenants' Security Deposits		Security Deposit Certification	O	If applicable.
10.	Special Conditions from Firm Commitment		FIRM Special Conditions		If applicable.
11.	Attendance List		Closing Attendance List		If applicable.
III.	IV.	V.	HUD Loan Documents		
11.	Modification and Consolidation Agreement		Modification Agreement	O	If applicable.
12.	Allonge or Supplemental Note	HUD-94001M, if applicable	Mtg or Deed of Trust with Rents, Allonges riders or Mods	C	If applicable, include state-specific requirements, if any.
13.	Modification to or Supplemental Security Instrument	HUD-94000M, if applicable	Security Agreement and Financing Statement	O	Include state-specific provisions and/or addenda, if applicable.
14.	Increase Mortgage Insurance Premium Check		Mortgage Insurance Premium Check	O	If applicable.

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15.	Mortgage Note, with final endorsement	HUD-94001M	Mortgage Bond or Note	C	
16.	Application for Insurance of Advance of Mortgage Proceeds	HUD-92403	92403 App for Insurance of Advance of Mortgage proceeds	O	
17.	Guarantee following completion		Guarantee following completion	O	<i>If applicable.</i>
18.	Escrow Agreements				<i>If applicable.</i>
	a. Escrow Agreement for Incomplete Construction	HUD-92456M	92456M Escrow Agreement for Incomplete Construction	O	
	b. Escrow Agreement for Non-critical, Deferred Repairs	HUD-92476 1M	92476 1M Escrow Agreement for noncritical deferred repairs	O	
	c. Other Escrow Agreements, as required (there are others listed)		Other escrow agreements		<i>For example, Deposit Agreement for Davis-Bacon non-compliance, Excess Mortgage Proceeds Escrow, Latent Defects Escrow, and Escrow Agreement for Unpaid Construction Costs, Repairs, or Needs Assessments.</i>
VI.	VII.	VIII. HUD Administrative Documents and Additional Requirements			
19.	Administrative Memo with attached Waivers and HUD-2 forms		Waivers-Requests for waivers HUD-2 form (Waivers)	O	<i>If applicable.</i>
20.	Maximum Insurable Mortgage	HUD-92580	92580 Maximum Insurable Mortgage	O	
21.	Labor Relations Clearance		Labor Relations - Clearance	C	
22.	Labor Standards Deposit Agreement	HUD-4732	Labor Relations – Deposit Agreement	O	<i>If required.</i>
23.	Local Requirements		Local Requirements		<i>If applicable.</i>
24.	Secondary financing documents		Secondary Financing		<i>If there are any new documents related to secondary financing since initial closing.</i>

