

HOUSING PROGRAMS BRANCH
INITIAL ENDORSEMENT DOCUMENT REVIEW

PROJECT NAME: _____

PROJECT NUMBER: _____

Answer each question. Check N/A only where the document/question is not applicable to the project.

- | | YES | NO | N/A |
|--|-----|-----|-----|
| 1. The commitment issuance and expiration dates are _____ and _____ respectively. | | | |
| a. The commitment has been extended
If yes, the new expiration date is: _____ | ___ | ___ | ___ |
| b. The commitment has been reopened
If yes, the new expiration date is: _____ | ___ | ___ | ___ |
| c. The commitment has been amended.
If yes, the amendment dates are: _____ | ___ | ___ | ___ |
| 2. The Commitment has been assigned.
If yes: | ___ | ___ | ___ |
| a. The new mortgagee is an approved mortgagee
and the assignment is acceptable.
If no, comment:

_____ | ___ | ___ | ___ |
| b. Current mortgagee: _____
Mortgagee number: _____ | | | |
| c. Previous mortgagee: _____
Mortgagee number: _____ | | | |
| 3. Special conditions of the Firm Commitment are
No. _____ thru _____ inclusively. | | | |
| a. Architectural, Cost, Valuation, and Mortgage
Credit reviews address Nos. _____,
_____, _____ and _____
respectively. | | | |

YES NO N/A

- b. This review considers special conditions Nos. _____. Documents have been submitted and found acceptable for them all.
If no:
- c. Special conditions numbered _____ have not been satisfied.
Comment: _____

- d. The following documents must be submitted:

- e. The following actions have been taken:

- 4. Request For Permission to Commence Construction Prior to Initial Endorsement for Mortgage Insurance, Form FHA 2415, was executed.
If yes: _____
- a. Copies were furnished to Arch and MC, and construction started.
If no, comment: _____

- b. All known issues arising from the early start have been reconciled. _____
If no, comment: _____

- 5. EO 12372 Clearance, if applicable, has been received. _____
- 6. Chronology of Mortgage Transactions, Form FHA 260, is attached. _____
If no, comment: _____

- 7. Checks in the amount of \$ _____ for _____,
and \$ _____ for _____
_____ must be collected at closing.

APPENDIX 5

	YES	NO	N/A
8. Owner's certification listing all Federal/State/local government insurance, loan, grant or subsidy programs in which the project/owner will participate and any grants or below market loans to be received from non-government sources is signed and on file (required for all projects). If no, comment: _____	___	___	___
9. The following documents, if applicable, have been signed and returned by the PHA/Owner:	___	___	___
a. Annual Contributions Contract (ACC). If no, comment: _____ _____			
b. Agreement to Enter into a Housing Assistance Payment Contract (AHAP). If no, comment: _____ _____	___	___	___
c. Housing Assistance Payment Contract (HAP). If no, comment: _____ _____	___	___	___
d. Low-Income Housing Credit Allocation Certification, IRS Form 8609, HQ review, Exhibits 1-7, and owner's statement agreeing to notify HUD of any changes. If no, comment: _____ _____	___	___	___
e. Owner's Certification That Project Will Not Participate in the Low Income Housing Tax Credit (LIHTC) Program. If no, comment: _____ _____	___	___	___

APPENDIX 5

	YES	NO	N/A
f. IRS tax exemption ruling.	___	___	___
If no,			
comment: _____			

g. Other.	___	___	___

10. COMMENTS:

PROGRAM REVIEWER

SUPERVISOR

DATE

DATE