

FHA FORM NO. 3257  
Rev. June 1971

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL HOUSING ADMINISTRATION

**FHA LEGAL REQUIREMENTS FOR CLOSING  
INITIAL ENDORSEMENT - INSURANCE OF ADVANCES**

Section 234 (d) Blanket Mortgage Condominium Projects  
and  
Investor Sponsor Projects Under Section 213,  
Section 221 (d) (3) [BMIR and Market Rate], and Section 236

Project No. \_\_\_\_\_ Project Name \_\_\_\_\_

The Closing Attorney will obtain three copies of each of the listed documents: one for the Washington Docket one for the Area or Insuring Office file, and one for his personal file. These will be either Original ("O"), Executed ("E"), Certified ("C"), or Conformed ("Cn") as indicated. Forms listed for Section 221(d)(3) are applicable to both Below Market Interest Rate ("BMIR") and Market Rate ("MR") projects unless otherwise indicated.

<u>INSTRUMENTS</u>	<u>COPIES</u>
1. Assignment of Commitment, if any	1 E, 2 Cn
2. Regulatory Agreement for Section 213 (3254) for Section 221 (d) (3) (3254-A) for Section 234 (d) (3254-B) for Section 236 (3254-C)	1 O, 2 Cn
3. Certificate of Incorporation (3236-A)	1 C, 2 Cn
4. Deferred Note, if any for Sections 213, 221 (d) (3) and 236 (3249) for Section 234 (d) (2223)	3 Cn
5. Lease, if mortgage is on leasehold	1 C, 2 Cn
6. Estoppel Certificate from Landlord, if property not owned in fee	1 C, 2 Cn
7. Land Disposition Contract and Deed, if project is located in an Urban Renewal Area	1 C, 2 Cn
8. Rent Supplement Contract, if any (2503)	1 O, 2 Cn
9. Surveyor's Plat	3 Cn
10. Surveyor's Certificate (2457)	1 O, 2 Cn
11. Note for Sections 213, 221 (d) (3) [MR], 234 (d) and 236 (FHA Form for State) for Section 221 (d) (3) [BMIR] (1734)	3 Cn
12. Mortgage (FHA Form for State)	3 Cn
13. Building Loan Agreement (2441) with Property Description as Exhibit "A" and Contractor's and/or Mortgagor's Cost Breakdown (2328) as Exhibit "B"	1 E, 2 Cn
14. Title Insurance Policy	1 Dup O, 2 Cn
15. Construction Contract - Cost Plus (2442-A) or Lump Sum (2442), with Contractor's and/or Mortgagor's Cost Breakdown (2328) as Exhibit "A"	1 E, 2 Cn
16. Assurance of Completion: (A) Performance Bond - Dual Obligor (2452) and Payment Bond (2452-A) or (B) Completion Assurance Agreement (2450) or (C) Personal Indemnity Agreement, if applicable (2459) or (D) Disbursement Control Agreement	1 E, 2 Cn
17. Owner-Architect Agreement (2719-A: or 2719-B and 2719-C)	1 E, 2 Cn

18. Off-Site Construction Contract (no prescribed form)	1 E, 2 Cn
19. Escrow Deposit for Off-Site Facilities (2446) with Schedule "A", and Off-Site Bond (2479), if required	1 E, 2 Cn
20. Evidence of Zoning Compliance	3 Cn
21. Building Permits	3 Cn
22. Assurance of Utility Services (Water, Electricity, Sewer, Gas)	1 E, 2 Cn
23. Evidence of Compliance with special conditions of Commitment	1 O, 2 Cn
24. Mortgagee's Certificate (3220)	1 O, 2 Cn
25. Mortgagor's Certificate (3212-A)	1 O, 2 Cn
26. Mortgagor's Oath (2478)	1 O, 2 Cn
27. *Contractor's Certification (2482)	1 O, 2 Cn
28. Subcontractor's Certification (2482-A)	1 O, 2 Cn
29. Financial Requirements for Closing (2283)	1 O, 2 Cn
30. Application for First Advance of Mortgage Proceeds (2403)	1 O, 2 Cn
31. Contractor's Prevailing Wage Certificate (2403-A)	1 O, 2 Cn
32. *Agreement and Certification (3305 or 3306)	1 O, 2 Cn
33. Mortgagor's Attorney's Opinion (Guide Form 1725)	1 O, 2 Cn
34. Assurance of Compliance with 1964 Civil Rights Act	1 O, 2 Cn
35. Certification of Mortgagor as to amounts incurred and paid for legal and organizational expenses	1 O, 2 Cn
36. Certifications of Design Architect and Supervisory Architect as to Professional Liability Insurance	1 O, 2 Cn
37. Investor-Sponsor's Escrow Agreement (no prescribed form) for Sections 221 (d) (e) and 236 only	1 E, 2 Cn
38. Written assurance of permanent financing covering the anticipated sale of the completed project to a management type cooperative or of financing of the mortgages of the proposed individual condominium unit purchasers	1 E, 2 Cn
39. Cooperative Agency Agreement, if any (no prescribed form) for Sections 213, 221 (d) (3) and 236 only	1 E, 2 Cn
40. Agreement of Sale, if any for Section 213 (3255) for Sections 221 (d) (3) and 236 (3255-A)	1 E, 2 Cn
41. Plans and Specifications must be signed by the Mortgagor, Mortgagee, Design Architect, Supervisory Architect, Contractor and Contractor's Surety	
42. First Mortgage Insurance Premium (if applicable), Project Inspection Fee and Commitment Fee must be paid	
43. Certification of Area or Insuring Office Director	1 O, 2 Cn
44. Closing Attorney's Certification (2400)	1 O, 2 Cn
45. Chronology of Actions (260)	1 O, 2 Cn

\* To have been filed with Director at least 30 days prior to initial closing.

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