**PROJECT NO.**

**PROJECT NAME.**

(The Closing Attorney will obtain copies of all closing documents. These will be Originals (O), Executed (E), Certified (C), or Conformed (Cn), as indicated.)

<table>
<thead>
<tr>
<th>CLOSING INSTRUMENTS</th>
<th>COPIES REQUIRED FOR FHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Increase Note, if any</td>
<td>3 Cn</td>
</tr>
<tr>
<td>2. Increase Mortgage, if any</td>
<td>3 Cn</td>
</tr>
<tr>
<td>3. Consolidation Agreement, if any</td>
<td>3 Cn</td>
</tr>
<tr>
<td>4. New Note and Mortgage, if any</td>
<td>3 Cn</td>
</tr>
<tr>
<td>5. Security Agreement &amp; Financing Statement (or chattel mortgage) or Opinion of Mortgagee's Attorney in line thereof</td>
<td>3 Cn</td>
</tr>
<tr>
<td>6. Up-to-date Final Certified Survey of Property made after erection of buildings and</td>
<td>3 Cn</td>
</tr>
<tr>
<td>7. FHA Form 2457, Survey Instructions and Certificate</td>
<td>1 O, 2 Cn</td>
</tr>
<tr>
<td>8. Title Policy brought down to date</td>
<td>1 Duplicate O, 2 Cn</td>
</tr>
<tr>
<td>9. Assurance that the building(s) and utilities, on-site and off-site, have been installed and have been inspected and approved by all necessary governmental authorities and by the Board of Fire Underwriters (gas, electricity, water, and sewerage, as well as necessary public streets, sidewalks and curbing outside the project site)</td>
<td>3 Cn, Originals should be available for examination</td>
</tr>
<tr>
<td>10. Contractor's Prevailing Wage Certificate (FHA Form 2453A)</td>
<td>1 O, 2 E</td>
</tr>
<tr>
<td>11. On-Site Escrow Agreement (FHA Form 2456) On-Site Requirements (Schedule A attached)</td>
<td>1 E, 2 Cn</td>
</tr>
<tr>
<td>12. Off-Site Bond (FHA Form 3213) Off-site requirements (Schedule A attached) (Use FHA Form No 2479 in Section 234 (d) cases)</td>
<td>1 E, 2 Cn</td>
</tr>
<tr>
<td>13. (In Management Type Cases Only) Management Agreement (FHA Form 3228) approved by HUD and Mortgagee</td>
<td>1 O, 2 Cn</td>
</tr>
<tr>
<td>14. (In Section 234 (d) cases only) Management Agreement (FHA Form No 3238) approved by HUD and Mortgagee or satisfactory arrangements made for its future delivery</td>
<td>1 O, 2 Cn</td>
</tr>
</tbody>
</table>
CLOSING INSTRUMENTS

15. Mortgagor’s Attorney’s Opinion brought down to date, including a statement that the mortga-
gor is in the under a fiduciary bond as required in the By-Laws and by Management Agree-
ment. (Fidelity Bond Statement Not Required In Section 224 (d) or Investor-Sponsor Cases)

16. Evidence of compliance with any special condi-
tions of Commitment

17. Certification of Area or Insuring Office to Closing Attorney

18. Closing Attorney’s Certification to Director

19. Application for Final Advance of Mortgage Proceeds (FHA Form 2403)

20. Request for Endorsement of Credit Instrument (FHA Form 2023) with current financial
statement attached

21. Mortgagee’s Certificate of Actual Cost (FHA
Form 2390) prepared and certified by indepen-
dent CPA or Independent Public Accountant

22. Contractor’s Certificate of Actual Cost (FHA Form
2330-4), (If identity of interest exists, prepared
and certified by Independent CPA or Independent
Public Accountant)

23. Director’s Approval of Cost Certification (FHA
Form 2565)

24. Contractor’s, Subcontractor’s and Mortgagor’s
Certifications (FHA Form 3603), if required by
Director

25. Review of Property Insurance Requirements (FHA
Form 2445) if required

26. (In Sales Type cases only) Affidavit by Contractor
that he has executed a warranty on FHA Form 2554
covering each of the dwellings in the project and
delivered same to mortgagee for distribution to
individuals involved

27. Permission to Occupy (FHA Form 3219)

28. (In Investor-Sponsor cases only) Statement setting
forth status of efforts to sell project to Manage-
ment Type cooperative.

29. (In Section 224 (d) cases only) Statement setting
forth status of efforts to convert project to condominium

30. Investor-Sponsor’s Escrow Agreement for
Section 221 (d) (3) & Section 226 investor sponsor projects
if not obtained at initial endorsement (No
preliminary form)

31. Fidelity Bond for Management Organization
Management cases only)

32. If Completion Assurance Agreement (FHA Form
No 2450) used at initial closing, ascertain
that 2 1/2% cash escrow is received by escrowee

33. Chronology of Actions (FHA Form 260)

1 E, 2 Cn

1 O, 2 Cn

1 O, 2 Cn

1 O, 2 Cn

3 O

3 O

1 O, 2 Cn

3 O

1 O, 2 Cn

1 O, 2 Cn

1 O, 2 Cn

1 E, 2 Cn

1 E, 2 Cn

1 O, 2 Cn

1 O, 2 Cn