U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

SECTION 232 NEW CONSTRUCTION/SUB REHAB/241a LEAN

CLOSING CHECKLIST FOR FINAL ENDORSEMENT

Project Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Project Location: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

FHA Project Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The HUD Closing Attorney will obtain THREE copies of all closing documents.

 1. Attendance List

***Organizational, Due Diligence and Other Supporting Documents***

 2. Organizational Documents of Borrower:

  a. Certificate of No Change

 b. Updated Status Certificate

  c. Amended Formation Documents, if applicable

  d. Amended Governing Documents, if applicable

 e. Amended Authorizing Resolution, if applicable

 3. Updated Facility License(s)

 4. ALTA Title Insurance Policy or Date-down Endorsement

 5. As-Built ALTA Survey, dated within 120 days of closing

 6. Updated UCC-1 and Docket Search Certificates

 7. Certificate(s) of Occupancy

 8. Permission to Occupy (HUD-92485)

***HUD Loan Documents***

 9. Deed of Trust/Mortgage Note, with final endorsement

 10. Deposit Control Agreement(s)

  a. Deposit Account Control Agreement (DACA)

  b. Deposit Account Instructions Service Agreement (DAISA), if applicable

 11. Supplemental Opinion of Borrower’s Counsel for DACA/DAISA

***Mortgage Increase Documents, as applicable***

 12. Supplemental Deed of Trust/Mortgage Note

 13. Supplemental Deed of Trust/Mortgage

 14. Modification and Consolidation Agreement

 15. Supplemental Opinion of Borrower’s Counsel for Mortgage Increase (HUD-91725M)

 16. MIP Check, if applicable

***Mortgage Decrease Documents, as applicable***

 17. Note Allonge

 18. Modification Agreement

***Additional Certifications***

 19. Consolidated Final Closing Certification

 20. Certification Regarding Re-Typed HUD Forms, if applicable

***Miscellaneous Documents***

 21. Request for Final Endorsement of Credit Instrument (HUD-92023M)

 22. Modification Agreement (for changes in Project’s Legal Description), if applicable

 23. Lender’s Current Payment Letter

***HUD Administrative Documents***

 24. HUD Clearances

  a. Cross-Certification Memorandum, with attached HUD-2 waivers

  b. Labor Relations Clearance Memorandum

 25. Final Trip Report (HUD-95379)

 26. Contractor’s Requisition (HUD-92448)

 27. Application for Insurance of Advance of Mortgage Proceeds (HUD-92403)

 28. Maximum Insurable Mortgage Letter

 29. Lender’s Certificate of Actual Cost

 30. Request for Approval of Advance of Escrow Funds, if applicable

 31. Request for Approval of Advance of Escrow Funds (Minor Moveables), if applicable

 32. Evidence of Insurance

  a. Professional Liability Insurance

  b. Fidelity Bond Insurance

  c. Insurance as determined at underwriting and required per the Firm Commitment

 33. Escrow Agreement(s), as applicable

 34. Special Condition(s), as applicable