

CLOSING and DUE DILIGENCE CHECKLIST

PROPERTY/PROJECT SPECIFIC DOCUMENTS/EXHIBITS	
Flood Hazard Determination	WCRA orders
Evidence of Zoning Compliance	Review Appraisal or receive letter from Municipality
Copy of Tax Credit Allocation Letter	Tax Credit Projects
CPA Cost Certification or Statement of Costs	Tax Credit Projects
Operating Statements, Income and Expense reports	
As-built ALTA Survey if required by Title Company	WCRA has requirements
Title Commitment	Contact information
Escrow Setup	Contact information
Legal Description of Property	
Insurance Binder or Certificate	WCRA has requirements
Management Agreement	
Rent Roll	
Standard Lease Form	
As-built Plans and Specs	
Building Permits	
Final Certificate of Occupancy	
Property Address confirmation	
Copies of Warranties - major subs	
Final Inspection Report	
List of All Personal Property	
Soils Report	
Construction Documentation	Contracts, Architect Agrmts., budgets, specifications, etc.
Lien Releases / Waivers	
Environmental Assessment	
Environmental Assessment Update	If Assessment is older than 12 months.
Environmental Questionnaire	WCRA has requirements
Abatement or removal of Haz. Materials	
O&M Plan	
Affidavit of FHAA & ADA Compliance or non-compliance	WCRA has form letter available
Recorded Regulatory Agreement	
Housing or Special Needs Contracts	
Subordinate Debt Loans Documents	
PARTNERSHIP DOCUMENT	
Partnership Agreement	
Certificate of Limited Partnership	
Amended or Restated Partnership Agreement	
UBI number or Certificate from Dept. of Rev.	
IRS Letter providing Tax Identification Number	
LLC DOCUMENT	
Limited Liability Company Agreement	
Certificate of Formation	
UBI number or Certificate from Dept. of Rev.	
IRS Letter providing Tax Identification Number	
Corporate Resolution Incumbency Cert.	
CORPORATION DOCUMENT	
NON PROFIT OR GENERAL PARTNER:	
Articles of Incorporation	
Bylaws	
UBI number or Certificate from Dept. of Rev.	
IRS Letter providing Tax Identification Number	
Corporate Resolution Incumbency Cert.	
HOUSING AUTHORITY ENTITY DOCUMENTATION	
Bylaws	
Corporate Resolution of creation of Housing Authority	
UBI number or Certificate from Dept. of Rev.	
IRS Letter providing Tax Identification Number	
Corporate Resolution Incumbency Cert.	
OTHER ITEMS	
UCC Search	Ordered by WCRA
Certificate's of Existence	Ordered by WCRA
Borrower Counsel Opinion Letter	Due at closing, will need Counsel contact information

Items listed above may or may not be needed on all transactions, additional items may be necessary based on specific loan transaction.