

## **Appendix A – OKLAHOMA INCREASED HOUSING PROGRAM LOAN CHECKLIST**

**All items below must be received by OHFA 20 business days prior to loan closing. Piecemeal filings will not be accepted. All documents submitted should be tabbed, referencing the item numbers below.**

1. Proposed Promissory Note (OHFA to prepare).
2. Proposed Real Estate Mortgage and Security Agreement with Power of Sale (OHFA to prepare).
3. Proposed Loan Agreement (OHFA to prepare).
4. Security Agreement UCC-1 (OHFA to prepare).
5. Organization documents specifying type of entity and individuals authorized to sign.
6. Certificate of Good Standing; Balance Sheet and Income Statement dated within 90 days of proposed loan date.
7. Operating Agreements.
8. Copy of Recorded Plat.
9. Address and legal description of each property to be covered by first mortgage.
10. Title Insurance Commitment or Title Opinion (OHFA to be insured).
11. Proof of site control (purchase contract, purchase option, etc.).
12. Copy of Proposed Deed.
13. Appraisal for property as is, and as built (OHFA to order these).
14. Flood Certificate for each property. Evidence of Flood Insurance is required for any proposed Development located in a floodplain.
15. Survey showing access to public streets and utilities.
16. Phase I Environmental Assessment of the site (OHFA to order these).
17. Zoning classification letter from city.
18. Current construction budget, building timeline, and proposed draw schedule, approved by architects.
19. Construction contracts (general contractor and subcontractor - AIA suggested).

20. Insurance Certificate for general contractor.
21. Building Permits.
22. Bank Account wiring information (Account name, Bank name, routing #, Acct #) and Authorization Agreement for Pre-Arranged Deposits (ACH Credit).
23. Form W-9 completed by the owner.
24. Proof of insurance for each home/site. Provide evidence of Builder's Risk Coverage, by lot & block or street address, showing amounts and OHFA as loss payee.

Other information, as reasonable, may be requested by OHFA.