CalHFA California Housing Finance Agency

Universal Construction Loan Closing Checklist 2026

Construction Closing Documents		
1	Updated Contact List including Title & Escrow	Outstanding
Lender/Bond Documents		
1	Final Draft Lender and Bond Loan Documents at Construction Closing- Deed of Trust (Conventional Lender, Seller, Sponsor, Local Government, Federal Government - All that apply)	Outstanding
2	Final Draft Lender and Bond Loan Documents at Construction Closing - Loan Agreement (Conventional Lender, Seller, Sponsor, Local Government, Federal Government - All that apply)	Outstanding
3	Final Draft Lender and Bond Loan Documents at Construction Closing - Promissory Note (Conventional Lender, Seller, Sponsor, Local Government, Federal Government - All that apply)	Outstanding
4	Final Draft Lender Loan and Bond Documents at Construction Closing - Regulatory Agreement (Conventional Lender, Seller, Sponsor, Local Government, Federal Government - All that apply)	Outstanding
5	Final Draft Lender and Bond Loan Documents at Construction Closing - Subordinations and Assignments (Conventional Lender, Seller, Sponsor, Local Government, Federal Government - All that apply)	Outstanding
6	State Tax Credit Certification (Election to Sell "Certificate" State Tax Credits) (if applicable)	Outstanding
7	State Tax Purchase Agreement (if applicable)	Outstanding
8	State Tax Credit Loan Documents (if applicable)	Outstanding
9	State Tax Credit DRAFT Subordination Agreement (Draft Prepared by CalHFA Legal) (if applicable)	Outstanding
10	Construction Lender's approved construction line-item development budget	Outstanding
11	Fee Limit Questionnaire (if applicable)	Outstanding
12	Construction Lender Proforma Title Policy	Outstanding
13	Construction Lender American Land Title Association (ALTA) survey	Outstanding
14	DRAFT LAHD ADA Agreement ready to record at closing (if applicable)	Outstanding
Environmental		
1	Phase I/Phase II Report (for Borrower and CalHFA Reliance) dated within 180 days prior to	Outstanding

	the borrowing entity acquiring the property and/or construction loan closing. • The Purpose section of the Phase I must state “a purpose of the Phase I is to document compliance with 24 CFR §58.5(i)(2) or §50.3(i)”.	
2	Letter of Reliance if Phase I or II was not prepared for CalHFA directly	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/programs/forms/closing-letter-reliance.docx	
3	Soils Reports - (asbestos, lead, mold) and Soils Remediation/Mitigation Plan for soils report findings (if applicable)	Outstanding
4	Other Remediation/Mitigation Plan(s)	Outstanding
5	Environmental Review Report/NEPA (engaged or adopted by CalHFA)	Outstanding
6	Developer acknowledgment of NEPA mitigation measures	Outstanding
7	Environmental Impact Report or Negative Declaration (if required)	Outstanding
8	Other reports, plans, certifications	Outstanding
Site Control/Property		
1	Recorded Ground Lease	Outstanding
2	DDA	Outstanding
3	OPA	Outstanding
4	Grant Deed	Outstanding
5	Purchase and Sale Agreement/Amendments/Extensions	Outstanding
6	Evidence of zoning/ Planning Department permit & conditions of approval	Outstanding
7	Construction Appraisal dated no later than 180 days prior to CalHFA final approval. Must submit no later than 30 days prior to CalHFA Final Loan Committee approval. *The Appraisal must be engaged by CalHFA (inquire with CalHFA loan officer for appraisal requirements and possible co-engagement with construction lender)	Outstanding
8	Preliminary Title Report with hyperlinks to Exceptions on Title. Report must be updated within 30-days of closing	Outstanding
9	Final Relocation Plan & Budget - if applicable (were there existing occupied buildings on the property prior to construction)	Outstanding
Organizational		
1	Updated Organizational Chart - if applicable	Outstanding
2	Borrower Signature Block	Outstanding
3	Limited Partnership Name	Outstanding
4	Initial Limited Partnership Agreement	Outstanding
5	LP-1	Outstanding

6	LP-2 (if applicable)	Outstanding
7	Limited Partnership - Amended and Restated Limited Partnership Agreement for closing (including investor pay-in schedule)	Outstanding
8	Limited Partnership - Certificate of Status/Good Standing (dated within 30 days of closing)	Outstanding
9	Certificate of Status/Good Standing Date	Outstanding
10	Limited Partnership - Authorizing Resolutions with CalHFA loan amount and authorized Signatory for CalHFA loan documents	Outstanding
11	Managing General Partnership Name	Outstanding
12	If MGP is a corporation Collect Articles of Incorporation	Outstanding
13	If MGP is a corporation Collect By-Laws	Outstanding
14	If MGP is an LLC Collect Articles of Organization	Outstanding
15	If MGP is an LLC Collect Operating Agreement	Outstanding
16	Managing General Partnership - Certificate of Status/Good Standing (30-day rule)	Outstanding
17	Certificate of Status/Good Standing Date	Outstanding
18	Managing General Partnership - Authorizing Resolutions with CalHFA loan amount and authorized Signatory for CalHFA loan documents	Outstanding
19	Administrative General Partnership Name	Outstanding
20	If AGP is a corporation Collect Articles of Incorporation	Outstanding
21	If AGP is a corporation Collect By-Laws	Outstanding
22	If AGP is an LLC Collect Articles of Organization	Outstanding
23	If AGP is an LLC Collect Operating Agreement	Outstanding
24	Administrative General Partnership - Certificate of Status/Good Standing (30-day rule)	Outstanding
25	Certificate of Status/Good Standing Date	Outstanding
26	Administrative General Partnership - Authorizing Resolutions with CalHFA loan amount and authorized Signatory for CalHFA loan documents	Outstanding
27	501(c)3 Entity Name	Outstanding
28	501(c)3 Entity - Articles of Incorporation	Outstanding
29	501(c)3 Entity - 501(c)3 IRS Determination Letter	Outstanding
30	501(c)3 Entity - By-laws	Outstanding
31	501(c)3-Certificate of Status/Good Standing (30-day rule)	Outstanding
32	Certificate of Status/Good Standing Date	Outstanding
33	501(c)3 Entity - Authorizing Resolution	Outstanding
34	Organizational documents for Sponsor/Parent Company-Financial Guarantor (if applicable)	Outstanding
35	If Financial Guarantor for the Developer and Co-Developer (if applicable)	Outstanding
36	If Financial Guarantor for the Non-Profit/501c3 (if applicable)	Outstanding
37	Sponsor/Parent Company- Financial Guarantor Name (if applicable)	Outstanding
38	Developer and Co-Developer Financial Guarantor Name (if applicable)	Outstanding
39	Non-Profit/501c3 Financial Guarantor Name (if applicable)	Outstanding
40	Unrelated Parties Transaction Representation - if applicable (for resyndication projects only)	Outstanding

	Template: https://www.calhfa.ca.gov/multifamily/programs/forms/closing-unrelated-parties-form-tax-exempt.pdf	
Financial		
1	Tax Credit Investor Commitment Letter	Outstanding
2	TCAC Reservation Letter	Outstanding
3	TCAC Staff Report	Outstanding
4	Federal Tax I.D. number (W-9) on Borrowing Entity	Outstanding
5	Final economic projections and budgets for construction closing (e.g., complete financial Proforma, including rental income, operating budget, sources of funds, line-item development budget and 30-year cash flow)	Outstanding
6	1/8 Issuer Fee Limit Analysis (CalHFA will verify with Orrick (If applicable)) Include estimated Draw Schedule for tax-exempt portion only	Outstanding
Construction		
1	Final Draft Construction Contract to include all Exhibits	Outstanding
2	Exceptions and Exclusions	Outstanding
3	Final trade payment breakdown	Outstanding
4	Development / Construction schedule	Outstanding
5	Final Construction Budget	Outstanding
6	Other Exhibits	Outstanding
7	Permit Ready Plans & Specifications/Development Manual, to include structural drawings	Outstanding
8	Email Permit Plans & Specifications/Development Manual with structural drawings to Construction Inspector. LA will follow up for the CI Approval Memo, review memo for pending issues, and work towards a resolution before loan closing. List pending issues.	Outstanding
9	Permits or Permit Ready Letter	Outstanding
10	Notice to Proceed and evidence that it has been provided to the Contractor from the Developer or Borrower (email will suffice)	Outstanding
11	Cost Containment Certification	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/mixedincome/forms/closing-cost-containment-certification.pdf	
12	Plan and Cost Review	Outstanding
13	Identity of Interest Statement form available online -	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/programs/forms/closing-identity-interest.pdf	
14	Construction Inspection Company Name and Inspector Contact Information (Names,	Outstanding

	Phone Numbers, and Email Addresses)	
Property Management		
1	Property Management Plan	Outstanding
2	Property Management Contract	Outstanding
3	DRAFT HUD Affirmative Fair Housing Marketing Plan (AFHMP) (HUD-935-2A), collected prior to construction close	Outstanding
4	Final - HUD Affirmative Fair Housing Marketing Plan (AFHMP) (HUD-935.2A) (Final plan must be collected and approved at 90% construction completion prior to lease up/occupancy, prior to permanent closing)	Outstanding
5	AHAP Agreement (an Agreement to Enter into a Housing Assistance Payments contract) if applicable	Outstanding
6	Residency Preference for Veterans if applicable, is to be addressed in the projects TSP - Tenant Selection Plan	Outstanding
CalHFA and HUD Risk Share - See HUD Instructions, Process, and Requirements/HUD Forms found on https://www.hud.gov/		
1	Approved Borrower HUD 2530 Form	Outstanding
2	Approved LP Partners HUD 2530 Form	Outstanding
3	Approved Developer HUD 2530 Form	Outstanding
4	Approved Management Company HUD 2530 Form	Outstanding
5	HUD 2880 Form (Applicant/Recipient Disclosure/Update Report) for Subsidy Layering Review	Outstanding
6	HUD LLCI Form (Identification and Certification of Eligible Limited Liability Corporate Investors)	Outstanding
7	HUD SF- LLL Form (Disclosure of Lobbying Activities)	Outstanding
8	CalHFA Final Commitment construction loan closing special conditions as described on closing checklist addendum	Outstanding
CALHFA ONLY ITEMS - Title/Escrow Documents		
1	Draft and Final Settlement Statements- To be reconciled to Escrow Instructions, Exhibit 1.	Outstanding
2	CalHFA Breakage Fee Escrow Instructions (Fully Executed)	Outstanding
3	Copy of Escrow Package sent to Escrow	Outstanding
4	CalHFA Breakage Fee Deed(s) of Trust	Outstanding
5	CalHFA Breakage Fee Promissory Note(s)	Outstanding
6	CalHFA Bond Regulatory Agreement	Outstanding

7	Subordinations of the Breakage Fee and other Junior Liens	Outstanding
CALHFA ONLY ITEMS - CalHFA/Other Approvals		
1	Construction Lender American Land Title Association (ALTA) survey sent to Legal and Construction Inspector date	Outstanding
2	Email Permit Plans & Specification/Development Manual with structural drawings to Construction Inspector date	Outstanding
3	Declaration of Intent	Outstanding
4	TEFRA Confirmation	Outstanding
5	CDLAC Acceptance of Application	Outstanding
6	CDLAC Resolution	Outstanding
7	Final Commitment Letter (FCL)	Outstanding
8	Verify compliance with Special Conditions (see Closing Checklist Addendum)	Outstanding
9	Board Resolution OR Senior Staff Resolution	Outstanding
10	Fee Calculation Tool (completed prior to FCL Issuance)	Outstanding
11	CalHFA Rate Lock Letter	Outstanding
12	CalHFA Rate Lock - Rate Confirmation (from Finance)	Outstanding
13	Loan Officers Construction Closing Financial Analysis	Outstanding
14	Subsidy Layering Review	Outstanding
15	HUD Firm Approval Letter	Outstanding
16	HUD Affirmative Fair Housing Marketing Plan (AFHMP-FINAL - CalHFA approval required prior to occupancy	Outstanding
17	Locality Contribution Letter	Outstanding
18	TCAC Issuers Certification - Application	Outstanding
19	TCAC Issuer Certification or 42(m) Letter- Closing - if requested	Outstanding
20	Email confirming Finance has processed CDLAC Filing Fee Invoice	Outstanding
21	Conduit Accounting Closing Memo	Outstanding
22	CDLAC IRS Certification	Outstanding
23	CDLAC Release of Performance Deposit	Outstanding
24	Disbursement Request for Refund of Performance Deposit	Outstanding
25	SDHC Handoff Checklist and attachments for bond closing (applicable if project received bond issuance and is in the City of San Diego)	Outstanding
26	Email SDHC Handoff Checklist and attachments to conduit relationship manager after bond closing	Outstanding
27	FedEx delivery receipt, sending refund check to developer	Outstanding

<u>*If the project received supplemental bond allocation(s) after construction loan closing, link all applicable documents relating to the supplemental issuance.</u>		
1	Supplemental CDLAC Resolution	Outstanding
<u>FCL Special Conditions - Construction Loan Closing</u>		
1	Copy Special Conditions from FCL and provide links to evidence of compliance	Outstanding

Cal HFA California Housing Finance Agency

Universal Permanent Loan Closing Checklist 2026

Contact Information		
1	Updated Contact Information (Including Title & Escrow)	Outstanding
Lender Documents		
1	Final Draft Lender Loan Documents Closing at Permanent (Seller, Sponsor, Local Government) - Deed of Trust	Outstanding
2	Final Draft Lender Loan Documents Closing at Permanent (Seller, Sponsor, Local Government) - Loan Agreement	Outstanding
3	Final Draft Lender Loan Documents Closing at Permanent (Seller, Sponsor, Local Government) - Promissory Note	Outstanding
4	Final Draft Lender Loan Documents Closing at Permanent (Seller, Sponsor, Local Government) - Regulatory Agreement	Outstanding
Organizational		
1	Current/Amended Organizational Documents, as applicable - Limited Partnership	Outstanding
2	Current/Amended Organizational Documents, as applicable - Managing General Partner	Outstanding
3	Current/Amended Organizational Documents, as applicable - Administrative General Partner	Outstanding
4	Current/Amended Organization Documents, as applicable - 501(c)3 Partner	Outstanding
5	Certificate of Status/Good Standing (issued within 30 days of permanent closing) - Borrower	Outstanding
6	Certificate of Status/Good Standing date	Outstanding
7	Amended Authorizing Resolutions w/ CalHFA loan amount and authorized Signatory for CalHFA loan documents (only applicable if loan amounts approved at construction close will change prior to perm conversion. Change may be to a loan increase or decrease)- Borrower	Outstanding
8	Certificate of Status/Good Standing (issued within 30 days of permanent closing) - Managing General Partner	Outstanding
9	Certificate of Status/Good Standing date	Outstanding
10	Amended Authorizing Resolutions w/ CalHFA loan amount and authorized Signatory for CalHFA loan documents (only applicable if loan amounts approved at construction close will change prior to perm conversion. Change may be to a loan increase or decrease)- Managing General Partner	Outstanding
11	Certificate of Status/Good Standing (issued within 30 days of permanent closing) - Administrative General Partner	Outstanding
12	Certificate of Status/Good Standing date	Outstanding
13	Amended Authorizing Resolutions w/ CalHFA loan amount and authorized Signatory for	Outstanding

	CalHFA loan documents (only applicable if loan amounts approved at construction close will change prior to perm conversion. Change may be to a loan increase or decrease)-Administrative General Partner	
14	Certificate of Status/Good Standing (issued within 30 days of permanent closing) - 501(c)3 Partner	Outstanding
15	Certificate of Status/Good Standing date	Outstanding
16	Amended Authorizing Resolutions w/ CalHFA loan amount and authorized Signatory for CalHFA loan documents (only applicable if loan amounts approved at construction close will change prior to perm conversion. Change may be to a loan increase or decrease)-501(c)3 Partner	Outstanding
17	Enforceability Opinion of Counsel	Outstanding
Environmental		
1	Certification from the borrower stating no additional environmental issues were discovered during construction. If new discovery, consult with CalHFA	Outstanding
2	Clearance/Remediation Reports (if applicable)	Outstanding
3	Affidavit from the Engineer of Record certifying that the Project was designed to meet the provisions of the UBC (Uniform Building Code) and that the Project was constructed as designed	Outstanding
Construction		
1	Certificate of Substantial Completion (AIA G704-2000 form)	Outstanding
2	Certificates of Occupancy for all new buildings	Outstanding
3	Recorded Notice of Completion	Outstanding
4	As-Built Plans & Specifications, if changed from permit approval	Outstanding
5	Permits/Authorization, Copies of all building permits, licenses and other governmental authorizations, to the extent not previously provided	Outstanding
6	American Land Title Association (ALTA) Survey - as Built Survey	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/programs/forms/process-ALTA-survey-requirements-2026.pdf	
7	Evidence of one-year standard AIA warranties on all work done	Outstanding
Title		
1	Preliminary Title Report with hyperlinks to Exceptions on Title (current no later than 30 days prior to the dates of the commitment and subsequently, loan closing)	Outstanding
2	Wiring instructions from the Title Company-To be verified	Outstanding
3	HAP Contract/Agreement	Outstanding

4	HAP Assignment to CalHFA as Security (CalHFA Legal will prepare)	Outstanding
5	Consent to Assignment of HAP as Security (CalHFA Legal will prepare)	Outstanding
<u>Operational</u>		
1	Evidence of Welfare Property Tax Exemption (if applicable). BOE Supplemental Clearance Certificate / Evidence of tax-exemption from county tax assessor's office (tax bill will suffice)	Outstanding
2	Current Property Tax Bill	Outstanding
3	Additional Tax Assessment Info (if applicable)	Outstanding
4	Certificate of Property Insurance with CalHFA as Certificate Holder (specifically "CalHFA, its officers, officials, employees and volunteers") and a CP 12 18 endorsement as mortgagee and lenders' loss payable. Refer to website for insurance requirements: https://www.calhfa.ca.gov/multifamily/asset/forms/calhfa-insurance-requirements.pdf (All insurance policies must be current at the time of closing)	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/asset/forms/calhfa-insurance-requirements.pdf	
5	Property Insurance Expiration Date	Outstanding
6	Certificate of Liability Insurance with CalHFA as Certificate Holder (specifically "CalHFA, its officers, officials, employees and volunteers") and a CG 20 18 endorsement as additional insured. Refer to website for insurance requirements: https://www.calhfa.ca.gov/multifamily/asset/forms/calhfa-insurance-requirements.pdf (All insurance policies must be current at the time of closing)	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/asset/forms/calhfa-insurance-requirements.pdf	
7	Liability Insurance Expiration Date	Outstanding
8	Fidelity bond insurance with respect to Management Agent Employees	Outstanding
9	Fidelity bond insurance Expiration date	Outstanding
10	Flood Insurance (If applicable)	Outstanding
11	Flood Insurance Expiration date	Outstanding
12	Earthquake Insurance or EQ Insurance Waiver Requirements	Outstanding
13	Other Required Insurance documentation (if applicable)	Outstanding
14	Insurance Invoice	Outstanding
15	Security Deposits - Borrower shall provide Agency with evidence satisfactory to Agency that Borrower holds or will hold all security deposits obtained from tenants of the Development plus any other interest accrued upon these amounts.	Outstanding
16	Deposit Account Control Agreement (DACA)	Outstanding
17	Relocation Plan Compliance (if applicable)	Outstanding
18	HUD Affirmative Fair Housing Marketing Plan (AFHMP HUD 935-2A - FINAL plan must be	Outstanding

	collected and approved at (90% construction completion prior to lease up/occupancy, prior to permanent closing)	
19	Management Agent Change Form (if applicable)	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/asset/forms/Management-Agent-Change-Form.xlsm	
Financial - To be submitted 30-45 days prior to Permanent Loan Closing		
1	Updated TCAC attachment 40 based on final development sources & uses supported by draft cost certification, and operating income & expenses.	Outstanding
2	Operating Budget/Current Project Financials/3 Months' Rent Rolls Updated projections for permanent sources and uses of funds, operating income and expenses and cash flow	Outstanding
3	Final Draft Audited Cost Certification (TCAC form Acceptable)	Outstanding
4	Project Good Cost/ Bad Cost Certificate (CalHFA form- tax-exempt only)	Outstanding
5	Recorded or non-recorded Laundry Lease/Agreement (Subordinations will be required and CalHFA will provide them prior to loan closing)	Outstanding
6	Recorded or non-recorded Cable Lease/Agreement (Subordinations will be required and CalHFA will provide them prior to loan closing)	Outstanding
7	Certifications or Estoppels from investor lenders stating all of their requirements have been met, and there are no known defaults (30 days prior to conversion)	Outstanding
8	Federal Tax I.D. (W-9) on Property Management Company	Outstanding
Disbursement - To be submitted at least 15 business days prior to permanent closing		
1	MIP Pay Request Form (form provided by CalHFA)	Outstanding
2	Authorized Borrower Signature Election Form (form provided by CalHFA)	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/programs/forms/closing-signature-election-form-acquisition.pdf	
3	Universal Loan Payment Request Exhibit A (form provided by CalHFA)	Outstanding
4	Developer supporting documentation (payoff demand from construction lender, invoices, etc.).	Outstanding
CalHFA		
1	Evidence of Compliance with CalHFA Final Commitment Permanent Loan Closing Special Conditions as described on closing checklist addendum.	Outstanding
2	Property Management Agreement Amendment with Regulatory Language. Link to Template	Outstanding
	Template: https://www.calhfa.ca.gov/multifamily/programs/forms/closing-amendment-management-contract.pdf	
CALHFA ONLY - Closing Documents Title/Escrow		
1	CalHFA Permanent Loan Title Policy	Outstanding

2	CalHFA MIP Subsidy Loan Title Policy	Outstanding
3	Draft and Final Settlement Statement-Reconcile to Escrow Instructions, Exhibit 1	Outstanding
4	Title wiring Instructions confirmation date	Outstanding
5	Accounting Pre-Closing Memo (Borrower info & W9)	Outstanding
6	CalHFA Escrow Instructions (Fully Executed)	Outstanding
7	Copy of Escrow Package sent to escrow	Outstanding
8	CalHFA Permanent Promissory Note	Outstanding
9	CalHFA MIP Promissory Note	Outstanding
10	CalHFA Loan Agreement	Outstanding
11	CalHFA Permanent Deed of Trust	Outstanding
12	CalHFA MIP Deed of Trust	Outstanding
13	UCC Fixture Filing	Outstanding
14	CalHFA Permanent Regulatory Agreement	Outstanding
15	CalHFA MIP Regulatory Agreement	Outstanding
16	Subordinations and other Junior Liens	Outstanding
17	Laundry Lease - Subordination	Outstanding
18	Cable Lease - Subordination	Outstanding
19	State Tax Credit Subordination Agreement (Draft Prepared by CalHFA Legal at Construction Close and Recorded at Perm Conversion) (If Applicable-If State Tax Credits are “Certificated”)	Outstanding
20	CalHFA Request for Funds (Date Loan Disbursement Package sent to Fiscal/Accounting)	Outstanding
21	Upload all final Preliminary Title Report Exception Documents to SharePoint-Date Uploaded	Outstanding
CALHFA ONLY - CalHFA/Other Approvals and Construction Documents		
1	ALTA Survey - As Built sent to Deal Team including Legal and Construction Inspector date	Outstanding
2	Asset Management Loan Closing Memorandum-Engage with AM approximately 30 days prior to closing.	Outstanding
3	Asset Management All Insurance Policies (Liability, Property, etc.) approval date	Outstanding
4	HUD Final Endorsement Request Package	Outstanding
5	HUD Final Endorsement Approval (Post-Closing) - Risk Share only	Outstanding
6	HUD Final Endorsement Approval (Post-Closing) - (Risk Share only) - Delivered to Accounting	Outstanding
7	FFB Submission, if applicable. If final perm loan is going to be FFB or Traditional. If Traditional, this item will be N/A	Outstanding

8	CalHFA Loan Officer's Permanent Loan Closing Financial Analysis	Outstanding
9	Final 100% Construction Inspection Report	Outstanding
10	CDLAC Approval to Terminate Existing Bond Regulatory Agreement - if applicable	Outstanding
11	Construction Inspector Close-Out Memo-LA to review memo and address inspector concerns and follow up for clearance prior to closing	Outstanding
12	Fees refunded or transferred to agency income	Outstanding
13	Post Closing: Transfer to Asset Management Completed through MFS – Email Confirmation date	Outstanding
CalHFA Only - Other		
1	SDHC Handoff Checklist and attachments for conversion (applicable if project received bond issuance and is in the City of San Diego)	Outstanding
2	Email SDHC Handoff Checklist and attachments to conduit relationship manager after conversion	Outstanding
FCL Special Conditions - Permanent Loan Closing		
1	Copy Special Conditions from FCL and provide links to evidence of compliance	Outstanding