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| LEGAL FOLDER LIST OF ITEMS NEEDEDDevelopment Name: Application: Updated: (EXAMPLE)- 12/29/2022- line 97 | Name of the Document that was uploaded to TDHCA website | Updated 00/00/00 |
| **1. Closing Instructions** |  | **By TDHCA** |
| **2. Amortization schedule**  |  | **By TDHCA** |
| **3. Contract (fully executed/dated) with any final, executed amendments, along with all exhibits thereto** |  | **By TDHCA** |
| **4. Updated Title Commitment (90 days current) with hyperlinks, if available** |  |  |
| **5. Drafts/fully executed copies of all notes, deeds of trust, Subordination Agreements etc. for all lenders.**  |  |  |
| **6. Warranty Deed** |  |  |
| **7. Purchase Contract with any amendments/updates** |  |  |
| **8. Ground Lease documents if Leasehold** |  |  |
| **9. Owner-Contractor Agreement- Unexecuted Draft acceptable if construction has not commenced. Fully Executed Copy required if construction has commenced.** |  |  |
| **10. Contractor-Sub Contractor Agreement (If applicable) Unexecuted Draft acceptable if construction has not commenced. Fully Executed Copy required if construction has commenced.** |  |  |
| **11. Owner-Architect Agreement - Unexecuted Draft acceptable if construction has not commenced. Fully Executed Copy required if construction has commenced.** |  |  |
| **12. Draft Limited Partnership Agreement (if HTC layered)** |  |  |
| **13. Sources & Uses** |  |  |
| **14. Dev. Cost Schedule** |  |  |
| **15. Rent Schedule** |  |  |
| **16. Utility Allowance** |  |  |
| **17. Annual Op. Expenses** |  |  |
| **18. Proforma** |  |  |
| **19. Debt and Equity Term Sheets or loan commitments – match submitted Sources & Uses** |  |  |
| **20. Survey with appropriate certificates, especially to TDHCA*****Texas Department of Housing and Community Affairs*** ***Its Successors and/or Assigns***  |  |  |
| **21. Contractor Insurance Certifications: 1) Liability and Worker’s Comp ($1M) w/TDHCA as Additional Insured 2) Builder’s Risk w/TDHCA as Mortgagee & Loss Payee*****Texas Department of Housing and Community Affairs*** ***Its Successors and/or Assigns*** ***P.O. Box 13941, Austin, TX 78701, Loan #*** |  |  |
| **22. Executed Borrower Resolution: authorized signatory for TDHCA loan documents** |  |  |
| **23. Signature Block of TDHCA Borrower (and Fee Title Owner if leasehold)** |  |  |
| **24. Unique Entity Identification (UEI) from SAM.gov: Active status** <https://sam.gov/content/home> |  |  |
| **25. Texas SOS certificates for Borrower, contractor, subcontractor, and architect** |  | **By TDHCA** |
| **26. TDHCA Environmental Clearance** |  |  **By TDHCA** |
| **27. Final Direct Loan Unit Calculation**  |  |  **By TDHCA** |
| **28. REA Closing Memo** |  | **By TDHCA** |
| **29. Davis-Bacon Labor Standards Officer (LSO) Form and Pre-Construction Conference (if applicable)**  |  | **By TDHCA** |
| **30. Application** |  |  **By TDHCA** |
| **31. UW Initial Report** |  | **By TDHCA** |