



Multifamily Finance Division
P.O. Box 13941, Austin, Texas 78711-3941
221 East 11th Street, Austin, TX 78701

2025 Post Bond Closure Submission

Instructions: In accordance with §11.906(d) of the 2025 QAP, no later than sixty (60) calendar days after closing on the bonds, regardless of the Bond Issuer, the Development Owner must submit:

1. A copy of the executed Determination Notice.
2. **Fair Housing Training.** The Development Owner (must be an individual identified on the organization chart as having Control) **and** on-site or regional property manager must attend at least five (5) hours of a Department approved Fair Housing training. A list of approved trainings can be found on the Department's Fair Housing web page under TDHCA Approved Fair Housing Training "Property Owner and Managers". Certifications must not be older than three years from the date of submission and must verify that all parts or phases of the training have been completed; and

The Development Lead Architect or Engineer responsible for certifying compliance with the Department's accessibility and construction standards must attend at least five (5) hours of a Department approved Fair Housing training. A list of approved trainings can be found on the Department's Fair Housing web page under TDHCA Approved Fair Housing Training "Architect and Engineers". Certifications must not be older than three years from the date of submission and must verify that all parts or phases of the training have been completed.

3. **Evidence of Closed Financing.** The Development Owner must submit evidence that the financing has closed. Such evidence can be in the form of an executed settlement statement.

4. **Initial Construction Status Report.** The Development Owner must submit the initial Construction Status Report. Additional information can be found in §10.401(b)(1)-(6) of the Post Award and Asset Management Rules and the Asset Management Post Award Activities Manual on the Department’s website at the following link: <https://www.tdhca.texas.gov/post-award-activities-manual>. **Failure to submit the Construction Status Report when it is due may result in payment of an extension fee to the Department as described in §11.901(9).**
5. **Compliance Monitoring & Tracking System (CMTS).** The Development Owner must provide evidence that the required CMTS Filing Agreement has been submitted to the Compliance Division pursuant to §10.607(a) of the Compliance Rules. The applicable form can be found at the following link to the Compliance Monitoring & Tracking System page: <https://www.tdhca.texas.gov/compliance-forms>.
6. **Survey.** A current survey or plat of the Development Site prepared and certified by a duly licensed Texas Registered Professional Land Surveyor. The survey or plat must clearly delineate the flood-plain boundary lines and show all easements and encroachments.

Method of Submission: These documents should be submitted electronically via the Department’s ServU HTTPs file server and an email sent to the appropriate staff notifying of the submission.

Please contact the appropriate staff listed below with any questions or concerns:

- Jon Galvan, 4% HTC Bond Program Manager (512) 475-3963 jonathan.galvan@tdhca.texas.gov
- Shannon Roth, MF Program Specialist (512) 475-3929 shannon.roth@tdhca.texas.gov
- Liz Cline-Rew, MF Bond Program Specialist (512) 475-3227 liz.cline@tdhca.texas.gov
- Nicole Fisher, MF Program Specialist (512) 475-2201 nfisher@tdhca.texas.gov