

# Exhibit 1: Underwriting Checklists

## Section 1.30 (08/15/24)



### Targeted Affordable Housing Cash Mortgage Forward Commitment Full Underwriting Checklist

This checklist applies to TAH Cash Mortgages originated under a Forward Commitment for the purpose of:

- New Construction
- Substantial rehabilitation

Please see Chapter 55 of the Freddie Mac *Multifamily Seller/Service Guide* for a full description of each item listed. If you have any questions or trouble filling out this exhibit, please contact the Guide team at

[MF\\_GUIDE\\_TEAM@freddiemac.com](mailto:MF_GUIDE_TEAM@freddiemac.com).

#### Underwriting Documents

- ☐ Quote, final
- ☐ Seller's certification regarding compliance with representations and warranties
- ☐ Mortgage transaction narrative analysis
- ☐ Seller's Mortgage loan application with Borrower
- ☐ Borrower and Key Borrower Principal Certificate – Form 1115, if the Borrower entity is organized as of the date of submission of the full underwriting package
- ☐ Certified Organizational Charts for Borrower, Guarantor (not in Borrower's organizational structure), Master Tenant, Pre-Approved Transferee (not in Borrower's organizational structure), or Operator along with Certification – Organizational Chart, Form 1114
- ☐ Financial statements of Borrower and Key Borrower Principals – certified
- ☐ Credit reports dated within 60 days of full package submission
- ☐ Real Estate Schedule – Form 1116 - certified
- ☐ Verification of Collections – Form 1144, or certified operating statements for the most recent three months
- ☐ Wood-damaging insect inspection report or a certification from the Property's current pest control provider, when required<sup>1</sup>
- ☐ Rent roll – certified, dated within 45 days of package submission, if applicable
- ☐ Historical property financial statements – certified for the preceding three completed fiscal years and T-12
- ☐ Seller's pro forma property financial statements
- ☐ Aged Receivables Report, if applicable - certified
- ☐ Borrower and Key Borrower Principal Blanket Certification, Form 1112
- ☐ Property inspection documentation, if applicable

<sup>1</sup> See Section 8.2(e) for instances when wood-damaging insect documentation is required



- ☐ Flood zone determination (FZD)
- ☐ Appraisal
- ☐ Purchase agreement documentation
- ☐ Environmental report
- ☐ Market study
- ☐ Zoning documentation
- ☐ Access easement and Essential Facilities and/or Recreational Facilities easement documentation, if applicable
- ☐ Confirmation of compliance or a request for approval of shared facilities or access, if applicable
- ☐ Commercial lease documentation, if applicable
- ☐ Master lease documentation, if applicable
- ☐ Management plan or management agreement
- ☐ Ground lease documentation, if applicable
- ☐ Registration of rental units (rent control/stabilization), if applicable
- ☐ Regulatory agreements and amendments (draft)
- ☐ Low Income Housing Tax Credit (LIHTC) allocation and certification documentation (draft)
- ☐ For a LIHTC Property utilizing the Income Averaging Set-Aside, LIHTC Compliance/Monitoring documentation
- ☐ Housing Assistance Payments Contract or other rental assistance contract, if applicable
- ☐ Subordinate Debt Documentation, if applicable
- ☐ Equity Conflict of Interest statement, if applicable
- ☐ Real estate tax bill, if applicable
- ☐ Cooperative analysis, if applicable
- ☐ Legal Issues Analyses forms (LIA)
- ☐ Seismic risk documentation, if required by Chapter 64
- ☐ Condominium analysis, if applicable (may be included in the Mortgage transaction narrative analysis)
- ☐ Optigo Lender's Fee Certification – Conventional and Targeted Affordable Housing form, if applicable
- ☐ Delivery Assurance Fee/ Conversion Assurance Fee (as applicable)
- ☐ Evidence of Tax Abatement, if applicable
- ☐ Ownership interest in Borrower or Property by S/S or any directors or officers: Ownership interest disclosure
- ☐ Preferred equity or mezzanine debt: Summary of proposed preferred equity or mezzanine debt terms (may be included in Mortgage transaction narrative analysis)
- ☐



- ☐ For Employer Enabled Permanent Supportive Housing: Borrower Certification, Form 1134 and the Partnership Agreement
- ☐ Additional documentation, as required by Freddie Mac

### Construction Documentation

#### Construction documentation for Forward Commitments<sup>2</sup>

- ☐ Final pre-construction analysis report
- ☐ A narrative summary prepared by the Chief Architect/ Engineer with the following content:
  - Property and site description, including adequacy of budget and schedule, environmental issues/resolution, seismic issues/resolution, other outstanding issues/resolution, and if a substantial rehabilitation, statements regarding the adequacy of the scope to address any deficiencies identified in the property condition and Phase I reports
  - A summary analysis of the development team's qualifications, including the capability of the architect, contractor and developer to execute the plan

<sup>2</sup> See Section 19A.1(d) for construction documentation that must be delivered after the date of the Forward Commitment for a Forward Commitment.