

Targeted Affordable Housing Bond Credit Enhancement Mortgage and Tax-Exempt Loan Forward Commitment Underwriting Checklist

Exhibit 1: Underwriting Checklists (06/25/20) Section 1.32

Applies to TAH Bond Credit Enhancement Mortgages and TELs originated under a Forward Commitment for:

- New construction, or
- Substantial rehabilitation

Please see Chapter 55 of the Guide for a full description of each item listed.

Underwriting Documents

- Application fee
- Quote, final
- Seller's certification regarding compliance with representations and warranties
- Mortgage transaction narrative analysis
- Borrower and Borrower Principal Certificate – Form 1115, if the Borrower entity is organized as of the date of submission of the full underwriting package
- Financial statements of Borrower and Required Borrower Principals – certified
- Credit reports
- Real Estate Schedule – Form 1116
- Wood-damaging insect inspection report or a certification from the Property's current pest control provider, when required ¹
- Rent roll – certified, dated within 30 days of package submission, if applicable
- Historical property financial statements – certified, for the preceding three completed fiscal years
- Current property financial statements – certified, dated within 30 days of package submission
- Blanket Certification for property financial statements and rent rolls
- Seller's pro forma property financial statements
- Property inspection documentation
- For Properties with problematic materials, equipment and systems (i.e. aluminum wiring, galvanized steel, polybutylene piping, etc¹):
 - Certification from the appraiser that the problematic materials, equipment and systems were considered in the valuation of the Property (can be documented in the Appraisal)
 - Evidence that there is no exclusion in the hazard insurance policy for damage caused by the problematic materials, equipment or systems (can be documented on the ACORD, certificate of insurance or other equivalent documentation)

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

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- Flood zone determination (FZD)
- Appraisal
- Environmental report
- Market study
- Photographs
- 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
- Management plan or management agreement
- Ground lease documentation, if applicable
- Registration of rental units, if applicable
- Seller's mortgage loan application with Borrower
- Certified Organizational Charts for Borrower, guarantor (not in Borrower's organizational structure), Master Tenant, or Operator along with Certification — Organizational Chart, Form 1114
- Equity Conflict of Interest statement, if applicable
- Verification of Collections – Form 1144, or certified operating statements for the most recent three months
- Evidence of Insurance – Form 1133, Seller/Service certification of insurance coverage, and other insurance documentation
- Moisture Management Plan, if applicable
- Real estate tax bill, if applicable
- Purchase agreement and analysis
- Cooperative analysis, if applicable
- Legal Issues Analysis form (LIA)
- Seismic risk documentation, if required by Chapter 64
- Regulatory agreements and amendments
- For a LIHTC Property utilizing the Income Averaging Set-Aside, LIHTC Compliance/Monitoring documentation

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- Summary of interest rate hedge terms, if variable interest rate Mortgage
- Certification regarding payment of fees and expenses of Freddie Mac outside counsel
- Bond/TEL distribution list
- Proposed transaction schedule
- 501(c)(3) Due Diligence Checklist, if the bonds or the TEL is issued under Section 501(c)(3) of the IRC
- Condominium analysis, if the Mortgage is subject to a condominium regime (may be included in the Mortgage transaction narrative analysis)
- Additional documentation, as required by Freddie Mac

Construction Documentation

Construction documentation for Forward Commitments with expedited review*

- Final pre-construction analysis report
- A narrative summary 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 construction team's qualifications, including the capability of the architect, contractor and developer to execute the plan

Construction documentation for Forward Commitments with standard review

- Final pre-construction analysis report with additional rehabilitation scope for rehabilitation projects
- Final plans (hard copies in 11 x 17 inch format)
- Specifications
- Construction budget
- Construction contract(s)
- Construction schedule
- Building permits and other governmental approvals
- A narrative summary 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 report and Phase
 - A summary analysis of construction team's qualifications, including capability of the architect, contractor and developer to execute the plan

* See Section 28A.1(e) or Section 25A.1(e) for construction documentation that must be delivered after the date of the Forward Commitment for a Forward Commitment with the expedited review option

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If the Property is already under construction

- All monthly construction monitoring reports
- All executed change orders