

# Exhibit 1:1 Underwriting Checklists (12/14/23)

## Section 1.1 Conventional Checklist



This checklist indicates all documents to be submitted to Freddie Mac in underwriting packages for the Early Rate-Lock (ERL) and Standard Delivery options for Conventional Mortgages as well as confirmation that the Diverse Borrower Certification link was sent to the Borrower. See Chapter 55 of the Freddie Mac *Multifamily Seller/Service Guide* for a description of and detailed requirements for the delivery of each document.

- **Early Rate-Lock Option** (Preliminary and full underwriting):
  - Preliminary underwriting:** Submit a completed copy of Part A of this checklist as a table of contents and:
    - All documents indicated in Part A of this checklist, and
    - For properties with special circumstances or special features, submit the Addendum to Part A and *all required* document(s) indicated in the Addendum to Part A
  - Full underwriting:** Submit a completed copy of Part B of this checklist as a table of contents and:
    - All documents indicated in Part B of this checklist, and
    - Any documents deferred from Part A of this checklist together with the updated Part A and Addendum to Part A, if applicable of this checklist
    - For properties with special circumstances or special features, submit the Addendum to Part B and *all required* document(s) indicated in the Addendum to Part B
- **Standard Delivery Option:** (Full underwriting)
  - Submit a completed copy of Part A and Part B of this checklist as a table of contents and:
    - All documents indicated in Part A and Part B of this checklist, and
    - For properties with special circumstances or special features, submit the Addenda to Part A and Part B and *all required* document(s) indicated in the Addenda

<b>Part A</b> <b>(For Early Rate-Lock, Submit at Preliminary Underwriting. Submit any Updates, if applicable, at Final Underwriting.)</b> <b>(For Standard Delivery, Submit at Full Underwriting.)</b>		
<b>Document:</b>		<b>Included</b>
1.	Seller's mortgage loan application with Borrower	<input type="checkbox"/>
2.	Seller description of transaction, including: <ul style="list-style-type: none"> <li>• Mortgage transaction narrative analysis</li> <li>• Seller's pro forma property financial statements</li> <li>• Property inspection documentation</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	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	<input type="checkbox"/>
4.	Rent roll	<input type="checkbox"/>
5.	Property financial statements, including certified copies of the following: <ul style="list-style-type: none"> <li>• Historical property financial statements</li> <li>• Current property financial statements (T-12 format)</li> <li>• Borrower's budgeted property financial statements</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	Aged Receivables Report, if applicable	<input type="checkbox"/>
7.	Blanket Certification for property financial statements, Aged Receivables Report(s) (if applicable), and rent rolls	<input type="checkbox"/>
8.	Borrower Certificate and Key Borrower Principal Certificate – Form(s) 1115	<input type="checkbox"/>



### Part A

(For Early Rate-Lock, Submit at Preliminary Underwriting. Submit any Updates, if applicable, at Final Underwriting.)

(For Standard Delivery, Submit at Full Underwriting.)

Document:		Included
9.	Equity Conflict of Interest statement, if applicable	<input type="checkbox"/>
10.	Optigo Lender's Fee Certification – Conventional and Targeted Affordable Housing form, if applicable	<input type="checkbox"/>
11.	Green Retrofits Certification – Form 1209, if applicable	<input type="checkbox"/>
12.	Flood zone determination (FZD)	<input type="checkbox"/>
13.	Financial statements of Borrower and Key Borrower Principals	<input type="checkbox"/>
14.	Real Estate Schedule (Form 1116)	<input type="checkbox"/>
<b>When sponsor has <i>not</i> submitted an underwriting package within the past 12 months, include:</b>		
	<ul style="list-style-type: none"> <li>(Draft) Evidence of Insurance: Seller/Service Certification of Insurance Coverage – Form 1133 and other insurance documentation described in the Freddie Mac <i>Multifamily Seller/Service Guide</i> Chapter 55</li> </ul>	<input type="checkbox"/>
<b>For properties with special circumstances or special property features:</b>		
	Any additional documentation required, including items in the Addendum to Part A	<input type="checkbox"/>

### Part B

(Submit at Full Underwriting for both Early Rate-Lock and Standard Delivery)

Borrower:		Included
1.	(Executed) Evidence of Insurance: Seller/Service Certification of Insurance Coverage – Form 1133 and other insurance documentation, if not submitted at preliminary underwriting	<input type="checkbox"/>
2.	Credit reports	<input type="checkbox"/>
3.	Management plan or management agreement	<input type="checkbox"/>
<b>Property Specific Documentation:</b>		
4.	Zoning documentation, including either the zoning report or (if applicable) the zoning analysis included in the Appraisal and specified in Section 60.12(f)(2). If certificates of occupancy are not available, see Section 8.5.	<input type="checkbox"/>
5.	Building code violation documentation, if not included in the zoning documentation or in Form 1108, Physical Risk Report, if applicable*	<input type="checkbox"/>
6.	Appraisal, including zoning analysis specified in Section 60.12(f)(2), if applicable	<input type="checkbox"/>
7.	Property condition report or Form 1108, Physical Risk Report, if applicable*	<input type="checkbox"/>
8.	Environmental report and alternatives or Form 1108, Physical Risk, if applicable*	<input type="checkbox"/>
9.	Seismic risk documentation, if required by Chapter 64	<input type="checkbox"/>
10.	Wood-damaging insect inspection documentation, if applicable	<input type="checkbox"/>
11.	Real estate tax bill	<input type="checkbox"/>
12.	Property inspection documentation	<input type="checkbox"/>
13.	Residential lease sample (a sample or unexecuted residential lease or an executed residential lease).	<input type="checkbox"/>



## Part B

(Submit at Full Underwriting for both Early Rate-Lock and Standard Delivery)

Borrower:		Included
14.	EPA Energy Star Score, when required for Green Rebate	<input type="checkbox"/>
15.	Green Building Certificate, if applicable	<input type="checkbox"/>
16.	Green Report – Form 1106, if applicable	<input type="checkbox"/>
Other:		
17.	Legal Issues Analysis form (LIA) <i>(if not previously delivered)</i>	<input type="checkbox"/>
18.	Seller's certification regarding compliance with representations and warranties	<input type="checkbox"/>
19.	Updated versions of any documents submitted in the ERL preliminary underwriting package, including, but not limited to, the following: <ul style="list-style-type: none"> <li>Mortgage transaction narrative analysis</li> <li>Seller's pro forma property financial statements</li> <li>Rent roll</li> </ul> Current property financial statements (T-12 format)	<input type="checkbox"/>
20.	Additional documentation, as required by Freddie Mac	<input type="checkbox"/>
For properties with special circumstances or special property features:		
21.	Any additional documentation required, including items in the Addendum to Part B	<input type="checkbox"/>

- \* Form 1108, Physical Risk Report, is an option for a conventional or TAH Mortgages that meet all of the following conditions
- The Mortgage has an initial principal balance of \$20 million or less, or is a Supplemental Mortgage and the combined initial principal balance of the Supplemental Mortgage and the unpaid principal balances of any senior Mortgages encumbering the Property are \$25 million or less in the aggregate
  - The Mortgage is not a Moderate Rehabilitation Mortgage, a Lease-up Mortgage, or a Value-add Mortgage

See Chapter 66 for additional information

## Addendum to Part A

(For Early Rate-Lock, Submit at Preliminary Underwriting. Submit any Updates, if applicable, at Final Underwriting.)

(For Standard Delivery, Submit at Full Underwriting.)

1. Seniors Housing:		Included
	Seniors Housing Management Assessment	<input type="checkbox"/>
	For Senior Housing Properties that do not require a Seniors Housing Liability Assessment, the Mortgage Transaction Analysis includes the minimum required information regarding the state/region, acuity of units, and experience of key personnel	<input type="checkbox"/>
	Seniors Housing licenses and certificates	<input type="checkbox"/>
	Payroll Schedule	<input type="checkbox"/>
2. Acquisition:		Included
	Purchase agreement documentation	<input type="checkbox"/>
3. Property built by Borrower within past 12 months:		Included
	Breakdown of construction costs – certified	<input type="checkbox"/>



<b>4. Capital improvements:</b>		<b>Included</b>
	Capital improvement documentation	<input type="checkbox"/>
<b>5. If ANY of the below special circumstances numbered #6 through #15 are applicable:</b>		<b>Included</b>
	Legal Issues Analysis form (LIA)	<input type="checkbox"/>
	Document analysis by Seller's counsel	<input type="checkbox"/>
<b>6. Access to Property by easement OR Property shares recreational or other facilities:</b>		<b>Included</b>
	<ul style="list-style-type: none"> <li>Access easement and Essential / Recreational Facilities easement documentation</li> <li>Confirmation of compliance or a request for approval of shared facilities or access</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>7. Cooperative ownership:</b>		<b>Included</b>
	Cooperative analysis	<input type="checkbox"/>
<b>8. Property is subject to ground lease:</b>		<b>Included</b>
	Ground lease documentation	<input type="checkbox"/>
<b>9. Property is subject to master lease:</b>		<b>Included</b>
	Master lease documentation	<input type="checkbox"/>
<b>10. Rent, income or use restriction:</b>		<b>Included</b>
	Rent, income or use restriction documentation, including if applicable: <ul style="list-style-type: none"> <li>Land Use Restriction Agreement (LURA)/regulatory agreement (draft)</li> <li>Low Income Housing Tax Credit (LIHTC) allocation and certification documentation (draft)</li> <li>Housing Assistance Payments (HAP) contract</li> <li>Registration of rental units (rent control/stabilization)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11. Tax abatements, including Payments in Lieu of Taxes:</b>		<b>Included</b>
	Evidence of Tax Abatement	<input type="checkbox"/>
<b>12. Ownership interest in Borrower or Property by S/S or any directors or officers:</b>		<b>Included</b>
	Ownership interest disclosure	<input type="checkbox"/>
<b>13. Preferred equity or mezzanine debt:</b>		<b>Included</b>
	Summary of proposed preferred equity or mezzanine debt terms (may be included in Mortgage transaction narrative analysis)	<input type="checkbox"/>
<b>14. Mortgage securing a Property subject to a condominium regime</b>		<b>Included</b>
	Condominium analysis (may be included in Mortgage transaction narrative analysis)	<input type="checkbox"/>
<b>15. Mortgage securing a Manufactured Housing Community</b>		<b>Included</b>



<ul style="list-style-type: none"> <li>For refinances with Borrower- or Affiliate-owned Manufactured Homes, historical financial statements</li> <li>Manufactured Housing Resident-Owned Community Analysis (MHROC deals only)</li> <li>For all MHC deals (unless MHROC, Government-Owned, or Non-Profit Owned), either: <ul style="list-style-type: none"> <li>Form of Agreement with MHC Tenant Protections that will be executed or acknowledged by the Applicable MHC Resident(s). If the form will not be signed (e.g., Rules and Regulations) by the Applicable MHC Resident(s), then a sample form of acknowledgement from the Applicable MHC Resident(s) is required.</li> <li>For Mortgages originated on or after August 2, 2021, if the Borrower elects to include the MHC Tenant Protections in the Rules and Regulations and deliver to each Applicable MHC Resident(s) an MHC Tenant Protections Notification: (1.) a copy of the Rules and Regulations that include the MHC Tenant Protections, and (2.) the form of MHC Tenant Protections Notification.</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<b>Addendum to Part B</b> <b>(Submit at Full Underwriting for both Early Rate-Lock and Standard Delivery)</b>	
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<b>1. Seniors Housing:</b>	<b>Included</b>
Seniors Housing Real Estate Schedule Addendum	<input type="checkbox"/>
Seniors Housing agreements and contracts	<input type="checkbox"/>
Seniors Housing list of furniture, fixtures, equipment and motor vehicles	<input type="checkbox"/>
Seniors Housing Liability Assessment, if applicable	<input type="checkbox"/>
<b>2. Student Housing:</b>	<b>Included</b>
Student Housing Questionnaire – Form 1120	<input type="checkbox"/>
<b>3. Low Income Housing Tax Credits (LIHTC)</b>	<b>Included</b>
Land Use Restriction Agreement (LURA)/regulatory agreement (final)	<input type="checkbox"/>
Low Income Housing Tax Credits (LIHTC) allocation and certification documentation (final)	<input type="checkbox"/>
<b>4. Commercial Income</b>	<b>Included</b>
Commercial lease documentation	<input type="checkbox"/>
<b>5. Preferred equity or mezzanine debt:</b>	<b>Included</b>
Term sheet summarizing final preferred equity or mezzanine debt terms	<input type="checkbox"/>
Analysis of preferred equity or mezzanine debt by Seller's counsel	<input type="checkbox"/>
Underlying documents, including Operating Agreement or Loan Agreement governing terms of preferred equity or mezzanine debt	<input type="checkbox"/>
<b>6. Loans over \$100 million:</b>	<b>Included</b>
Occupancy history	<input type="checkbox"/>
Effective annual rental rate per unit	<input type="checkbox"/>
<b>7. Mod Rehab Mortgages:</b>	<b>Included</b>
Pre-construction analysis report, instead of the property condition report	<input type="checkbox"/>
Renovation documentation	<input type="checkbox"/>