

# Job Aide

Name of property		Freddie Mac loan number	Reporting year	Reporting quarter
Seller/Service		Seller/Service loan number	Date of submission	
Name of person completing form	Telephone number	Email address		

## Submission Type

Commencement of renovation/first submission
  Progress report
  Close out

## Close-Out Documentation

Received	Missing or N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Certification of substantial completion by the Architect of Record
<input type="checkbox"/>	<input type="checkbox"/>	Final payment certification from the general contractor
<input type="checkbox"/>	<input type="checkbox"/>	Final and unconditional waiver of lien from the general contractor

Selecting this option reveals these

## Project and Property Data

Date work started	Underwritten budget	
Estimated date of completion	Current budget	
Latest occupancy	%	
Number of units renovated	Amount spent on other improvements	%
Number of units left to renovate	Annualized DCR	% of total project completed

Selecting this option reveals these

These questions will always need to be answered. Follow-up questions are highlighted in purple.

Have any renovated units been rented?  N/A  Yes  No

Indicate the average actual rents for all renovated units.

Have any extensions been used?  Yes  No

Original loan maturity date \_\_\_\_\_ Extended loan maturity date \_\_\_\_\_

Are there any concerns that the work will not be completed by the extended loan maturity date?  Yes  No

Provide details: \_\_\_\_\_

Has the budget dropped below the minimum budget level defined in the Loan Agreement?  Yes  No

Provide details: \_\_\_\_\_

Has the budget surpassed the maximum budget level defined in the Loan Agreement? Yes No

Provide details: \_\_\_\_\_

# Job Aide

Name of property		Freddie Mac loan number	Reporting year	Reporting quarter
Seller/Service		Seller/Service loan number	Date of submission	
Name of person completing form	Telephone number	Email address		

## Submission Type

Commencement of renovation/first submission
  Progress report
  Close out

## Close-Out Documentation

Received	Missing or N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Certification of substantial completion by the Architect of Record
<input type="checkbox"/>	<input type="checkbox"/>	Final payment certification from the general contractor
<input type="checkbox"/>	<input type="checkbox"/>	Final and unconditional waiver of lien from the general contractor

## Project and Property Data

Date work started		Underwritten budget	
Estimated date of completion		Current budget	
Latest occupancy	Amount spent on unit improvements	% of unit interior work completed	
Number of units renovated	Amount spent on other improvements	% of other work completed	
Number of units left to renovate	Annualized DCR	% of total project completed	

Have any renovated units been rented?  N/A  Yes  No

Indicate the average actual rents for all renovated units:

Have any extensions been used?  Yes  No

Original loan maturity date	Extended loan maturity date
-----------------------------	-----------------------------

Are there any concerns that the work will not be completed by the extended loan maturity date?  Yes  No

Provide details:

Has the budget dropped below the minimum budget level defined in the Loan Agreement?  Yes  No

Provide details:

Has the budget surpassed the maximum budget level defined in the Loan Agreement?  Yes  No

Provide details:



# Job Aide

Name of property		Freddie Mac loan number	Reporting year	Reporting quarter
Seller/Service		Seller/Service loan number	Date of submission	
Name of person completing form	Telephone number	Email address		

Current budget	_____
Amount of change since last month (or underwriting, if first reporting period)	_____
Latest occupancy	_____
Expected completion date	_____
Percent of budget spent	_____
Percent of total project completed	_____



# Job Aide

Name of property		Freddie Mac loan number	Reporting year	Reporting quarter
Seller/Service		Seller/Service loan number	Date of submission	
Name of person completing form	Telephone number	Email address		

Current occupancy \_\_\_\_\_

Stabilized date \_\_\_\_\_

Projected

Actual