



## Developer's Checklist

Project Name		
Location		
Developer's Name		
Project Information		
Developer Documents		
	Received	Approved
Developer's Articles of Incorporation		
Developer Bylaws or partnership agreements		
Developer's Financial Statement		
Developer's Certificate of Good Standing		
Developer's Organizational Chart		
Developer's EIN		
Developer's W-9		
Credit Release Form		
Owner Entity Information		
Owner's Articles of Incorporation		
Owner's Bylaws or partnership agreements		
Owner's Financial Statement		
Owner's Certificate of Good Standing		
Owner's Organizational Chart		
Owner's W-9		
EIN		
Federal Unique Entity Identifier		
Borrower's Resolution		
Nonprofit Documents		
NP Articles of Incorporation		
NP letter of determination		
NP Certificate of Good Standing		
NP Agency Financial Audit		
IRS Form 990		

Board Authorizing Resolution		
	<b>Site Information and Project Documents</b>	
Site Control Documentation		
Market Study		
Final stamped Architectural floor Plans and Specifications (electronic copies only)		
Site Plan and elevations		
Architect's NC License		
Architect's errors and omission insurance certificate		
Architect's certification to Design Standards and Universal Design		
Architect certification of Project Amenities		
Owner's certification of Project Amenities		
Title insurance		
W/MBE Utilization Plan		
	<b>Financing Information</b>	
Financial Proforma		
Construction Lender executed Term Sheet not older than 60 days		
Permanent Lender executed Term Sheet		
Grant Award Letter		
Other:		
Proof of Liquidity, if required		
Developer's Financial Statements dated within 6 months		
2 Bank References		
	<b>Post-Closing Documents</b>	
Quarterly Updates due: January 10, April 10, July 10 and October 10.		
Monthly Architect's Inspection or Construction Inspection Reports		
Revised Proforma for Funding		
G704 with completed Punchlist		
Certificates of Occupancy		
Affirmative Fair Housing Marketing Plan		
Davis Bacon		

\* Additional documents may be requested by staff during closing.