Development: ________________________________
Project Name: __________________________________
Owner Name: ____________________________________
Contact Name & #: ________________________________

ADFA CHECKLIST

☐ Building Permits
☐ Copy, including amendments of the formation documents of the Mortgagor
☐ Copy of the Partnership Agreement or Operating Agreement, including Amendments, governing the Mortgagor
☐ Good standing certificate for Mortgagor, dated within 30 days of closing date
☐ Copy, including amendments of formation documents of General Partner(s)
☐ Copy of the Partnership Agreement or Operating Agreement, including amendments, governing the General Partner(s)
☐ Good standing certificate for General Partner(s), dated within 30 days of closing date
☐ Copy of complete Management Agreement between Mortgagor and the property management entity that will provide property management for the Development
☐ Copy of General Contractor’s Arkansas license
☐ Copy of AIA Construction Contract with Davis-Bacon with applicable Wage Rate Determination
☐ Payment and Performance Bond or Letter of Credit
☐ Copy of Architect’s license
☐ Copy of Architect’s Agreement
☐ Copy of Consultant’s Agreement
☐ Construction Schedule
☐ ALTA Boundary Survey with Certification and Legal Description should match Legal Description on Title Commitment
☐ Post Closing – ALTA As-built survey
☐ Title Company should send legal description in Word format
☐ Evidence of insurance (Acord 25) and post-closing a copy of Mortgagor’s property hazard and general liability insurance policies
☐ Certificate evidencing Contractor’s workers’ compensation insurance
☐ Mortgage Title Commitments/Insurance Policies for the amount of the funds
☐ Financial Statements of Mortgagor, General Partner of Mortgagor, Developer, and General Partner of Developer
☐ Zoning confirmation letter dated within 30 days of closing
☐ Final Sources and Uses
☐ Copy of Amended and Restated Agreement of Limited Partnership
☐ Project Setup Form (at closing)
☐ Completed W-9 (at closing)

☐ Loan Agreement
☐ Promissory Note
☐ Mortgage
☐ Deed Restrictions