

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