

Fairfax County DHCD Grants Management

Staff Closing Checklist for:

Address:			RHA Underwriting Staff:
Source(s) of Funding	HOME: \$	CDBG: \$	Contracted Closing Date:

Closing Process Checklist

Activity:	Completion Date:	Note:
60-45 - Days To Closing		
NP notified HCD staff of intent to make an offer on a specific property		
Relocation Staff notified/contract forwarded		
ENVR Project Abstract completed/submitted to ENVR Staff		
Appraisal Ordered/contract forwarded		
Home Inspection completed & forwarded		
Environmental Testing Reports forwarded, if applicable - Radon, Lead Based Paint (built pre-1978), Pests.		
HCD Pre-closing site visit (if requested)		
BOS supervisor & RHA Commissioner Notification forwarded		
Portfolio Performance Data updated		
Corporate Income/Expense and Balance Sheet, including itemization of reserves - updated within 6 months (audited or unaudited)		
NonProfit "RHA Reserve Account" balance statement sent		
Condo Resale Packet Delivered		
NP Project Description submitted, including budget and operating pro forma		
Provision of Settlement agent contact information		
Receipt of LUC requirements & conditions		
10 DAYS BEFORE CLOSING		
Settlement Agent delivered draft Title Commitment		
Settlement Agent delivered draft HUD-1		
At or Before Closing		
Original executed Voluntary Arm's Length Offer (VAL) letter delivered		

THIS CHECKLIST IS DESIGNED TO BE USED BY NONPROFIT STAFF TO ENSURE DELIVERY OF ALL REQUIRED DOCUMENTATION IN THE TIMEFRAME NEEDED BY HCD STAFF. IT IS DESIGNED TO BE HELPFUL. ANY DIFFICULTIES AND UNUSUAL CIRCUMSTANCES SHOULD BE DISCUSSED WITH HCD STAFF TO FIND THE BEST SOLUTIONS FOR ALL.