



CSH's Loan Closing Checklist

The following table summarizes the items that may be required when borrowers close a loan with the Corporation for Supportive Housing, and is provided here as an example of such closing requirements. Other funding sources may have additional requirements, may not require each of these documents, and the specific requirements may vary depending upon the nature of the loan.

REQUIREMENTS FOR CLOSING (Note: Not All Items Apply to Every Loan, and Other Requirements May Be Added for Some Loans)	PARTY TO DRAFT/PROVIDE	DOCUMENT TO BE EXECUTED BY
A. LOAN DOCUMENTS		
1. Loan Agreement	CSH	CSH/Borrower
2. Promissory Note	CSH	Borrower
3. Borrower's Authorizing Resolution	Borrower (Sample Provided by CSH)	Borrower
4. Disbursement Request Form	CSH	Borrower
5. Wire Transfer Instructions Form	CSH	Borrower
6. Title Company Instructions	CSH	Title Company
7. Mortgage/Deed of Trust	CSH	Borrower
B. DUE DILIGENCE DOCUMENTS		
1. Borrower's 501(c)3 Determination Letter	Borrower	IRS
2. Borrower's Good Standing Certificate	Borrower	Secretary of State
3. Borrower's Certificate/Articles of Incorporation	Borrower	N/A
4. Borrower's Organizational By-Laws	Borrower	N/A
5. Environmental Report	Borrower	
6. Appraisal	Borrower	N/A
7. Certificate of Insurance	Borrower	N/A
8. Title Report / Title Insurance Commitment	Borrower	N/A
9. Acquisition Settlement Statement	Borrower	N/A
10. Survey	Borrower	N/A

Note: This document is included within the *Development and Finance* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at www.csh.org/toolkit2. Information about CSH's financial products is available at www.csh.org/cshfinancing.