

Conventional Cash Program Document Checklist

Full Underwriting Package Early Rate-Lock Delivery Option

(Revised 1/2009)

(Please see referenced sections in Chapter 17 of the *Multifamily Seller/Service Guide* for a full description of each item listed)

Guide Section	Description
<input type="checkbox"/> 17.18	Evidence of insurance, as required in Section 17.14(b), updated
<input type="checkbox"/> 17.18	Certified rent schedule, as required in Section 17.14(d), updated (dated within 30 days of package submission) [See Section 17.2(i)]
<input type="checkbox"/> 17.18	If the most recent fiscal year for the Property has been completed since the submission of the preliminary underwriting package, certified historical property financial statements for the most recent fiscal year, as required in Section 17.14(e)
<input type="checkbox"/> 17.18	If the date of submission of the full underwriting package is more than 60 days after the date of the rate-lock, certified current property financial statements for the current fiscal year-to-date, dated within 30 days of package submission, as required in Section 17.14(f)
<input type="checkbox"/> 17.18	Seller's pro forma property financial statements, as required in Section 17.14(g), updated [See Section 17.2(g)]
<input type="checkbox"/> 17.18(a)	Seller's certification regarding representations and warranties
<input type="checkbox"/> 17.18(b)	Mortgage transaction narrative analysis (updated from preliminary, as necessary) [See Section 17.2(h)]
<input type="checkbox"/> 17.18(c)	Certified financial statements of Borrower and Borrower Principals [See Section 17.2(f)]
<input type="checkbox"/> 17.18(d)	Credit reports [See Section 17.2(j)]
<input type="checkbox"/> 17.18(e)	Real Estate Schedule (Form 1116 or other form) [See Section 17.2(k)]
<input type="checkbox"/> 17.18(f)	Wood-boring insect inspection report, if there is evidence of wood boring insect damage or infestation
<input type="checkbox"/> 17.18(g)	Inspection and rent verification schedule, or, if the Seller has performed a delegated inspection, the Delegated Inspection Form with Letter of Certification
<input type="checkbox"/> 17.18(h)	Flood zone determination (FZD) meeting the requirements of Section 31.9
<input type="checkbox"/> 17.18(i)	Appraisal (See Chapter 12)
<input type="checkbox"/> 17.18(j)	Environmental report (See Chapter 13)
<input type="checkbox"/> 17.18(k)	Engineering report or engineering survey (See Chapter 14)

- 17.18(l) Proof of zoning; damage restoration statement (See Section 8.5)
- 17.18(n) Access easement and amenity and/or recreational facility easements, both with analysis and recommendations, if applicable (See Sections 8.8 and 8.9)
- 17.18(p) Commercial leases, if applicable [See Sections 8.2(b) and 8.11(a)]
- 17.18(r) Registration of rental units, if applicable
- 17.18(u) Verification of Collections (Form 1144), with the “last full month” dated within 30 days of package submission. In lieu of a Form 1144, the Borrower may provide certified operating statements for the most recent three months.
- 17.18(y) Calculation of prepayment premium (updated), if applicable for a refinance
- 17.18(aa) Preliminary legal issues memorandum
- 17.18(ab) Additional documentation