



BALCH & BINGHAM LLP

Alabama • Georgia • Mississippi • Washington, D.C.

**TCAP CLOSING CHECKLIST**

\$ \_\_\_\_\_ TCAP LOAN

FROM

Mississippi Home Corporation

TO

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Jackson, MS 39201  
Phone: (601) 961-9900



**PROPERTY INFORMATION**

Project Name:
Address:
County/Jurisdiction:
Parcel ID:

L Lender                      B Borrower  
LC Lender's Counsel        BC Borrower's Counsel      TC Title Company

	<u>DOCUMENT</u>	<u>RESPONSIBILITY</u>	<u>STATUS</u>
<b>I.</b>	<b><u>LOAN DOCUMENTS</u></b>		
1.	TCAP Written Agreement	LC	
2.	Construction and Term Loan Agreement	LC	
3.	Promissory Note	LC	
4.	Deed of Trust, Assignment of Rents and Leases, Security Agreement and Fixture Filing	LC	
5.	Completion Guaranty	LC	
6.	UCC-1 Financing Statements – Mississippi Secretary of State	LC	
7.	Subordination Agreement	LC	
8.	Certificates of (a) Borrower (b) General Partner	BC/LC	(a) (b)
9.	Opinion of Borrower's Counsel	BC	
<b>II.</b>	<b><u>TITLE/SURVEY</u></b>		
10.	Title Work (a) Commitment and Proforma Policy (b) Copies of exception documents (c) Zoning Endorsement (d) ALTA 9 Endorsement	B/LC/TC	(a) (b) (c) (d)
11.	Survey	B/L	
12.	Copy of Warranty Deed	B/BC	
13.	Owner's/Contractor's Affidavit	B/TC	
14.	Land Use Restriction Agreement	B/BC	
15.	Escrow Instruction Letter to the Title Company	LC/TC	
16.	Settlement/Closing Statement	B/L/TC	
17.	Wiring Instructions for Title Company	TC	
<b>III.</b>	<b><u>PROJECT INFORMATION</u></b>		
18.	Appraisal/Reliance Letter	L/B	
19.	Phase I Environmental Assessment Report/Reliance Letter	B/BC	
20.	Soils Report/Reliance Letter	B/BC	

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	<u>DOCUMENT</u>	<u>RESPONSIBILITY</u>	<u>STATUS</u>
21.	Project Plans and Specifications, including Site Plan	B/BC	
22.	Project Budget/Draw Schedule	B/BC	
23.	Fixed Price Construction Contract (AIA 101)	B/BC	
24.	Owner/Architect Agreement	B/BC	
25.	Engineer Agreement	B/BC	
26.	Major Subcontracts (\$250,000+)	B/BC	
27.	Copies of Project Documents (a) Evidence of Plan Approval (b) Building Permits (c) Utility Letters (i) gas (ii) water (iii) sewer (iv) cable (v) phone (vi) electric	B/BC	(a) (b) (c)
28.	Zoning Confirmation Letter	B/BC	
29.	Flood Hazard Certificate	L	
30.	Payment and Performance Bond or Letter of Credit	B/BC	
31.	General Liability Insurance	B/BC	
32.	Builder's Risk Insurance & Worker's Compensation Insurance	B/BC	
33.	Mississippi Home Corporation Tax Credit Application	B/BC	
34.	Priority Loan Commitment	B/BC	
35.	Priority Loan Documents (a) Deed of Trust (b) Note (c) Guaranties (if applicable) (d) Loan Agreement (e) Other Loan Documents	B/BC	(a) (b) (c) (d) (e)
36.	Mississippi Home Corporation Tax Credit Reservation Letter/Package	B/BC	
37.	Mississippi Home Corporation Carryover Allocation Agreement	B/BC	
38.	Letter of Intent from Equity Provider	B/BC	
39.	Management Agreement	B/BC	

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	<u>DOCUMENT</u>	<u>RESPONSIBILITY</u>	<u>STATUS</u>
40.	Development Agreement (including all Amendments)	B/BC	
41.	Market Study Certification	B/BC	
42.	Form of Tenant Lease	B/BC	
<b>IV.</b>	<b><u>ENTITY INFORMATION</u></b>		
43.	Organizational Chart for Borrower	B/BC	
44.	As to the Borrower – (Bay Pines, L.P.) (a) Certificate of Limited Partnership (b) Partnership Agreement (c) Certificate of Good Standing (d) Qualification to Transact Business, if applicable (e) Tax Identification Number (f) UCC, Tax Lien and Judgment Searches (state & local) (g) Resolution Authorizing Transaction and Signatories	B/BC	(a) (b) (c) (d) (e) (f) (g)
45.	As to the General Partner – ( ) (a) Certificate of Formation (b) Operating Agreement (c) Certificate of Good Standing (d) Qualification to Transact Business, if applicable (e) Tax Identification Number (f) UCC, Tax Lien and Judgment Searches (state & local) (g) Resolution Authorizing Transaction and Signatories	B/BC	(a) (b) (c) (d) (e) (f) (g)
46.	As to the General Contractor – ( ) (a) Certificate of Good Standing (b) Evidence of Liability Insurance (c) Licenses	B/BC	(a) (b) (c)
47.	As to the Property Manager – ( ) (a) Certificate of Formation (b) Operating Agreement (c) Good Standing Certificate (d) Evidence of Liability Insurance with Fidelity coverage (e) Licenses (f) Resolution Authorizing Transaction and Signatories	B/BC	(a) (b) (c) (d) (e) (f)
48.	Financial Statements of Borrower (to be sent directly to Lender)	B/L	
<b>V.</b>	<b><u>POST-CLOSING ITEMS</u></b>		
49.	Recordation of Deed of Trust, Assignment of Rents, etc.	B/TC	
50.	Filing of UCC-1 Financing Statement(s) (obtain file-stamped copies)	B/TC	

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51.	Title Update/Final Title Policy	B/TC	
52.	Return of recorded instruments	B/TC	
53.	To be submitted annually to Lender: Borrower's (i) financial statements; (ii) quarterly Rent Rolls; and (iii) Operating Statements	B	

This Closing Checklist is provided as a convenience to the parties to the above transaction and in no way modifies the requirements imposed by the Lender.

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