

## HIF/HPSTF/FCF/CBH Requisition Package Checklist

Please upload the following items into Intelligrants for each requisition:

- Cover letter** – Signed by authorized signatory, on Borrower’s letterhead, including Req. # and total amount requested.
- Signed Sources & Uses Chart** – In the “Other Requisition Documents” folder, there is a category for “Signed Requisition Form.” This is a reference to the “Allocation of Requisition by Funding Source” page. Print this page out, have it signed by an authorized signatory at the bottom, and then upload a scan of it to this folder.
- Copies of invoices** must be uploaded into Intelligrants. For closing requisitions, invoices must be uploaded by cost category. Subsequent requisitions may use the “Single Folder Upload” option.
- Signed Requisition Certificate** (Exhibit I in MassDocs Loan agreement) – Fill in all blanks. The amount listed should be the sum of the MassDocs funds (typically those funds managed by DHCD, CEDAC, AHTF and some local sources) requested in that specific requisition. Do not include non-MassDocs sources.
- Title rundown and endorsement** (as of the date the funds are requested) – Signed copy. The title rundown and endorsement should be completed by the borrower’s attorney on the same date that the funds are requested from CEDAC. Title endorsements are good for 30 days only.

The title endorsement should reference the MassDocs title policy number, and should endorse two amounts: 1) The sum of MassDocs sources requested in the current requisition, and 2) The sum of all MassDocs sources requested to date, including the current requisition.

- Mechanic Lien Waivers** – Include all GC and sub waivers for the whole construction requisition amount. If the project has a lien bond, only the GC waiver is needed. If construction finished more than 93 days before the title endorsement was issued, no waivers are needed as the lien period has expired.
- Wire Instructions** – Include Bank Name, Bank Address, Bank ABA # or Routing #, Bank Contact and phone number, Account name, Account number and Beneficiary’s address.

### **Special instructions:**

First Disbursements: For a first disbursement of HIF, HPSTF, FCF or CBH funds, we will not need a title rundown or endorsement as long as the funds are disbursed within 30 days of closing.

Last Disbursement/Holdbacks: CEDAC will retain the greater of either 5% of the total loan or \$5,000 until such time as the following documents are submitted to us:

- Certificate of Substantial Completion (AIA form)
- Certificate of Occupancy
- Signed Sources & Uses Chart

*Please consult DHCD, AHTF and your local funder regarding their holdback policies.*

Requisition Minimums: Any requisitions less than \$15,000 will require pre-approval by the CEDAC Project Manager.