



# Closing Checklist

The following items will be collected by Capital CDC's Closing Staff and submitted to the closing attorney, as well as SBA. All closing documents will be retained within the Servicing File for the duration of the loan term.

1. **Copies of the Interim & Permanent Loan Documents:**
  - Note
  - Deed(s) of Trust
  - Assignment of Rents
  - Security Agreements
  - Uniform Commercial Code (UCC) Financing Statements
  - Title Policies
  - Binders or Commitments issued in connection with this loan
  - Wiring instructions to pay off this Interim Loan
2. **Survey Showing All Improvements:** Original copy of the "As-Built" survey of the project property.
3. **Equipment List:** List of all equipment and fixtures that are collateral for the loan. For items with a unit value of \$5000 or more, the list must include a description and serial number, if applicable.
4. **Purchase Sale Agreement:** executed Purchase-Sale Agreement.
5. **Borrower's Contribution:** documentation certifying that Borrower has contributed to the project as required by the Authorization
  - A certified copy of the Settlement Statement (HUD statement)
  - Supporting documentation, such as, a copy of check from borrower collected at closing and copy of borrower's check for any escrow or deposit should be adequate.
6. **Lease Agreement:** executed copy of the Lease Agreement between the Eligible Passive Concern (EPC) and the Operating Company (OC) – (if applicable).
7. **Evidence of Insurance:** Real Estate Hazard Insurance and Personal Property Hazard Insurance.
8. **Construction Provisions:**
  - Copy of the Certificate of Occupancy
  - Final Inspection Report
  - Other evidence that the contractor has substantially completed construction and the property complies with all zoning and necessary governmental permit and licensing requirements.
9. **Voided Check:** A copy of a voided check from the borrower for the draft account.
10. **Entity Documents:** All entity documents:
  - By-laws
  - Operating Agreements
  - Resolutions
  - Minutes
11. **Final Project Costs:** evidence of how loan proceeds were disbursed.
12. **Current Financial Statements:** current financial statements no older than 90 days for all entities.