

CCRC Commitment Expiration Date: _

Checklist Initially Sent: Checklist Last Updated:

[Property Name] [Property Address] [# of Units in the Property]

CCRC Loan #: Loan Officer: Loan Administrator: Sponsor / Developer: Borrower / Partnership: Admin GP: Managing GP: Investor / Limited Partner: Construction Lender:

	Due Diligence Items	Requested @ Commitment	Requested @ Conversion	Notes
Project	t Information			
1	Transaction Participants List	x	x	
2	TCAC Application	x		
3	TCAC Reservation Letter	х		
4	TCAC Carryover Allocation Letter	х		AT CONVERSION: TCAC Allocation Extension Approval Letter
5	Recorded TCAC Regulatory Agreement			POST CONVERSION ITEM
6	Project Description	х		
6(a)	<u>Security Plan</u>	x	x	Written plan describing how security concerns are (or will be) addressed at the property – for example a camera system, front desk staffed 24/7, or security patrols. Include (a) information about how the design of the property impacts the security of the property, (b) the actual or estimated (as applicable) installation/start-up cost(s) for each security measure in place or planned, and (c) the actual or estimated (as applicable) or planned and whether each expense is paid from property cash flow or another source.
7	Proforma (with S&U and an Operating Budget)	х	х	
8	Investor/Syndicator LOI	х		
9	Construction Lender LOI	х		
10	Ground Lease, if applicable	Х		AT CONVERSION: Ground Lease Estoppel is required
11	Commercial Master Lease, if applicable	х		
12	Commercial Sub Leases, if applicable	Х	х	
13	Agreements Relating to the Project + any Amendments	х	х	
13(a)	Project-Based Subsidy Contract, if applicable	х	х	
14	Confirmation of Project Name & Address		х	
15	Placed in Service Date		х	
16	Architect's Certificate of Completion (AIA G704 form signed by		х	
	the Architect, Borrower, and General Contractor)			
16(a)	Evidence of completion of punch list Items (if applicable)		х	
17	Final Certificate of Occupancy		х	Building inspection cards for rehabs
18	Notice of Completion		х	
19	Final Cost Certification		х	
20	Cert from the Tax Credit Investor of 90% funding		х	
Archite	ect Information	·	·	
21	Architect's Resume	х		
22	Architect's Contract	х		
	Architectural Plans and Specifications	х		
Contra	actor Information	•	•	
24	General Contractor's Resume	x		
25	Construction Contract	x		
25(a)	General Contractor - Unconditional Lien Release (showing paid		х	
()	in full)			
25(b)	Confirmation if there is any construction work currently in		х	Please advise if there is any construction work currently in process or planned, including to
- (-)	process			address accessibility needs (e.g. CASp findings, fair housing laws) or building systems replacements (e.g. elevator, generator, boiler), if applicable.
Proper	ty Management and Social Services Information			
	Property Management Contract	x	x	
27	Management Agent's Resume	x	, n	
28	Sample Residential Lease	x	x	AT CONVERSION: Sample Residential Lease currently being used at the property
29	Description of Social Service Amenities with Budget	x	x	
30	Social Service Contract(s) or MOU(s)	x	x	
	Survey Information			
	Prelim Title Report w/ links to underlying documents	x	x	AT CONVERSION: Current PTR dated no more than 30 days as well as a PTR dated no more than 30 days prior to conversion close
32	ALTA As-Built Survey	x	x	AT CONVERSION: ALTA Survey must reflect PTR dated within 30 days of Conversion
52	ALIA AS-DUILOUIVEY	<u> </u>		A CONVENSION. ALLA SULVEY INUST FERENCE FIX dated within 50 days of CONVENSION

	Due Diligence Items	Requested @ Commitment	Requested @ Conversion	Notes
Proper	ty Tax Information & Property Tax Exemptions			
	Property Tax Bill(s)	x	x	FOR ALL APPLICABLE APNS If property is ground leased, need (1) an Unsecured Bill/Possessory Interest and (2) a Secured Bill
34	Application for Property Tax Exemption		х	
35	County Tax Assessor Finding Sheet		х	
	Organizational Clearance Certificate (OCC)		X	Issued to MGP
	Supplemental Clearance Certificate (SCC)		х	Issued to MGP and Partnership
	sal/Environmental/Third Party Reports & Reviews Market Study	X	1	
38 39	Appraisal Report or Updated Appraisal, if required	x		
40	Appraisal Review or Updated Appraisal Review	x		
41	Copy of Existing Appraisal, if available	х		
42	Appraisal Agreement Form, if req'd	х		
43	Phase I Environmental Report	x	x	AT COMMITMENT: All available environmental reports and letters, not just the Phase I AT CONVERSION: Any and all Environmental Reports in connection with the Project not received at Commitment.
44	Reliance Letter showing CCRC	х		
45	Phase II Environmental Report, if applicable	x		
46	Environmental Review	х		
47	Soils Reports and/or Geotechnical Reports	X		
48	Asbestos Containing Material Report	x	1	
49 50	Lead Based Paint Report Seismic Risk Assessment	<u>x</u>	<u> </u>	Need a reliance Letter if CCRC did not commission the report. If the company has not been
	Radon Report	^	x	vetted before, CCRC will require a review of the report. If the company has not been If required
	pr/Developer		^	
	Credit Authorization Form	x	x	Additionally, KYC Form to be completed for applicable entities
52	Financial Information	x	x	
53	Schedule of Real Estate	x	x	
54	Formation Documents	х	х	
55	<u>Resume</u>	х		
	Federal Tax Identification Number	Х	X	AT CONVERSION: Current year W-9
57	Certificate of Status from Franchise Tax Board		X X	*FTB Entity Status Letter to be ordered within 14 days of Conversion
58	<u>Certificate of Good Standing from Secretary of State</u> ver/Limited Partnership			*Good Standing Certificates to be ordered within 14 days of Conversion
	Financial Information		x	Current Balance Sheet for each new month until closing
	Partnership Agreement, LP1 & LP2	x	x	
	Organizational Chart	X	x	
61	Federal Tax Identification Number	х	х	AT CONVERSION: Current year W-9
62	Certificate of Good Standing from Secretary of State		х	*Good Standing Certificates to be ordered within 14 days of Conversion
Admin	istrative General Partner			
63	Credit Authorization Form	х		
	Financial Information	X	X	
65	Schedule of Real Estate	x x	X X	
66 67	Formation Documents Resume	X	^	AT CONVERSION: LLC-12 for any LLC, if applicable)
68	Federal Tax Identification Number	x		
69	Certificate of Status from Franchise Tax Board		х	*FTB Entity Status Letter to be ordered within 14 days of Conversion
70	Certificate of Good Standing from Secretary of State		х	*Good Standing Certificates to be ordered within 14 days of Conversion
Manag	ing General Partner (Non-Profit)			
71	Credit Authorization Form	х	ļ	
	Financial Information	X	x	
73	Schedule of Real Estate	<u>x</u>	X	AT CONVERSION: U.C. 12 for any U.C. if annihable)
74 75	Formation Documents Resume	X X	X	AT CONVERSION: LLC-12 for any LLC, if applicable)
	Federal Tax Identification Number	X	1	
	IRS 501 c(3) Federal Tax Exemption Letter	x		
78	State Franchise Tax Board Tax Exemption Letter	х		
	Certificate of Status from Franchise Tax Board		х	*FTB Entity Status Letter to be ordered within 14 days of Conversion
80	Certificate of Good Standing from Secretary of State		х	*Good Standing Certificates to be ordered within 14 days of Conversion
	linate Loan Documentation			
	Subordinate Loan Doc Form Confirmation from Borrower that all Subordinate Loans are fully	x	X X	AT CONVERSION: Have any new subordinate loans been placed on the property?
01(9)	disbursed or will be at conversion closing		^	
Insura	nce Information			
	Evidence of Insurance, Policy Certs		x	
83	Insurance Invoice & Proof of Annual Payment	х	x	AT COMMITMENT: Need insurance quote
				AT CONVERSION: Confirm the amounts billed for: - Property Insurance - General Liability - Terrorism
				- Umbrella - Pollution - D&O

achieved. Additionally, CCRC's form rent roll will need to be completed for the most remonth. Please provide in Excel format 99(a) Aged Receivables 100 Current Year Rent Schedule(s) X Month-end aged receivables report for each month since 95% occupancy was achieved. 100 Current Year Rent Schedule(s) X X Wonth-end aged receivables report for each month since 95% occupancy was achieved. 101 Utility Allowance Schedule(s) X X Current utility allowance Schedule(s) X X X Current utility allowance Schedule(s) X X X Current utility allowance schedule(s) (from the local housing authority or the CUAC UA Schedule) with the applicable utility allowances highlighted 102 Rental Concessions X X All Contracts, Leases, and Licenses X All Contracts, Leases, and Licenses X X Current utility bills beginning the first month of the stabilization period until conversion of the property, including any invoices for month-to-month services. For example: 1. Landscape contract		Due Diligence Items	Requested @ Commitment	Requested @ Conversion	Notes
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Bits Annual Trates Face documentation (if angleba) X 80 Complete Specific Lenss 81 Complete Specific Lenss 82 Complete Specific Lenss 93 Induction Study Expension 94 Induction Study Expension 95 Induction Study Expension 96 Capital Need Assessments of Researce Study 97 Study Expension 98 Capital Need Assessments of Researce Study 94 Capital Need Assessments of Researce Study 95 Famile Inspection Repart 96 Famile Inspection Repart 97 Forestrop Capital Need Assessments 98 Capital Need Assessments 99 Forestrop Capital Need Assessments 99 Capital Assessments 99 Capital Assessments 99 Capital Assessments 99	86	CDLAC Resolution for allocation of bonds	х		
Rehabilitation Projects Specific Items 90 Opurbase and Sale Agreement X 90 Proceedual Social Vision X 91 Recision Decardon Salements X 92 Proceedual Social Agreement X 93 Proceedual Social Proceedual Proceedua	87	Annual Issuer Fee documentation		х	
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102 Rental Concessions X 103 All Contracts, Leases, and Licenses; X ALL utility bills beginning the first month of the stabilization period until conversion of the property, including any invoices for month-to-month services. For example: Landscape contract Security quipment such as cameras, closed circuit television security guards, etc.) Security guards, etc.) Security guards, etc.) Security contract (i.e., security equipment such as cameras, closed circuit television security guards, etc.) Security contract (i.e., security equipment such as cameras, closed circuit television security guards, etc.) Security contract (i.e., security equipment such as cameras, closed circuit television security guards, etc.) Security contract (i.e., security equipment such as cameras, closed circuit television security guards, etc.) Security contract (i.e., security equipment such as cameras, closed circuit television security guards, etc.) Security contract (i.e., security equipment such as cameras, closed circuit television security guards, etc.) General Ledgers (from inception of property operations to. present) Composate contract X Composate required at Commitment and will be on an as needed basis at Conversion X Composate itster from Borrower's counsel - if required at X Conversion Security contract (i.e., security equipment such as changed X Security contract (i.e., security equipment such as increased or if the interest rate has changed	101	Utility Allowance Schedule(s)	x	x	Current utility allowance schedule(s) (from the local housing authority or the CUAC UA
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105 General Ledgers (from inception of property operations to present). X Other Items 106 CCRC Application Deposit X 107 Opinion of counsel letter from Borrower's counsel - if required at X Image: CRC Application Deposit X 107 Opinion of counsel letter from Borrower's counsel - if required at X Image: CRC Application Deposit X 107 Opinion of counsel letter from Borrower's counsel - if required at X Image: CRC Application Deposit X 107(a) No Adverse Opinion - if required at conversion X Required if the loan amount has increased or if the interest rate has changed 107(a) No Adverse Opinion - if required at conversion X Required if the loan amount has increased or if the interest rate has changed 108(a) Operating Reserve: \$ X X Image: CRC Application CCRC at Conversion: 108(a) Operating Reserve: \$ X X If required 108(b) Replacement Reserve (capitalized): \$ X If required 108(c) Social Services Reserve (capitalized): \$ X If required 108(d) Social Services Reserve (capitalized): \$ X If required Special Conditions Deal Specific					Copies of any contracts, leases, and licenses which the Borrower has entered into on behalf of the property, including any invoices for month-to-month services. For example: 1. Landscape contract 2. Security contract (i.e., security equipment such as cameras, closed circuit television, security guards, etc.) 3. Elevator contract 4. Fire Alarm contract 5. Pest control contract 6. Maintenance Contract
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Other items X 106 CCRC Application Deposit X 107 Opinion of counsel letter from Borrower's counsel - if required at conversion X 107(a) No Adverse Opinion - if required at conversion X 107(a) No Adverse Opinion - if required at conversion X 107(a) No Adverse Opinion - if required at conversion X 108 Evidence that the following reserve amounts have been set aside to be held by Borrower or will be provided to CCRC at conversion: X 108(a) Operating Reserve: \$ X 108(b) Replacement Reserve (capitalized): \$ X 108(c) Transition Reserve \$ X 108(d) Social Services Reserve (capitalized): \$ X 108(d) Special Conditions, as outlined in the Loan Purchase X	105	General Ledgers (from inception of property operations to		х	
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