**SECTION 184A NATIVE HAWAIIAN HOUSING LOAN GUARANTEE PROGRAM**

**DHHL INSTITUTIONAL LOAN – HUD PROCESSING (No DG)  
FIRM COMMITMENT SUBMISSION CHECKLIST**

**BORROWER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Case #\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **ITEM** | **INCLUDED** |
| Firm Commitment Submission Checklist  Lender Submission Contact Sheet |  |
| Section 184A Case Number Request Form (with case number assignment) |  |
| Mortgage Credit Analysis Worksheet |  |
| Maximum Mortgage Worksheet (**Single Close Only)** |  |
| Good Faith Estimate |  |
| Executed Uniform Residential Loan Application (including Addendum A) |  |
| Land Status Information; Lease Instrument including any amendment, addendum, succession or assignment of lease documentation |  |
| CAIVRS |  |
| Appraisal including supporting documentation as provided by the appraiser |  |
| DHHL’s Audited Financial Statements (Current and Previous 1 Year) |  |
| Demonstration of DHHL’s skills and experience to successfully undertake similar development activities |  |
| Assets Analysis (proving sufficient debt coverage) |  |
| Demonstration of Sufficient Market |  |
| Marketing Plan (sales project) |  |
| Demonstration of DHHL Property Management Skills (rental projects) |  |
| Project Pro-Forma (rental projects) |  |
| Rental and Maintenance Plan (rental projects) |  |
| Evidence of Authority to Borrow |  |
| Evidence of Ability to Obtain Deficiency Judgment |  |
| Verification of Deposit/Funds to Close and Source of Funds |  |
| Credit Report |  |
| Flood Certificate |  |
| Environmental Assessment \*Applications for 5 or more homes must include an environmental assessment under the National Environmental Policy Act (NEPA) and compliance with regulations |  |
| Explanatory Statements |  |
| **Construction Documents** |  |
| Detailed Plans and Specifications |  |
| Construction Schedule |  |
| Cost Estimate |  |
| Construction Contract |  |
| Site Map and Legal Description of the proposed property(ies) |  |
| Breakdown of Costs |  |
| Builder Certification, HUD 92541 |  |