



Montgomery County, Maryland

**Department of Housing  
and Community Affairs**

**Common Ownership Communities  
Infrastructure Assistance Loan Fund**

**DOCUMENT CHECKLIST**

<b>Association Name:</b>	<b>Date:</b>
<b>Contact Name:</b>	

	<b>LOAN COMMITMENT REVIEW</b>	
1	Property Capital Needs Assessment	
2	Reserve Study Assessment of Needs	
3	Rehabilitation plan and estimates (any engineering analyses if available)	
4	Project Funding Sources Summary, including efforts to secure funding	
5	COC Financials, including budget, balance sheet, income/expense statements/delinquency report	
6	Recent Financial Audit (Independent third-party)	
7	Assessment Status, including arrearages and history of special assessments	
	<b>LOAN CLOSING</b>	
1	Construction/rehabilitation schedule and cost estimate	
2	Initial disbursement request	
3	Review and approval of executed or pro forma settlement statement	
4	Evidence of other necessary financing, including sources and amounts)	
	<b>CONSTRUCTION LOANS</b>	
1	All items required by the Loan Agreement	
2	Construction schedule and budget	
3	American Institute of Architects (AIA) Forms	
4	Monitoring Requirements	