

# Closing Coordinator Structure

- The Closing Coordinator team reports to the NE Region Production Division Director, Stacey Ashmore ([Stacey.L.Ashmore@hud.gov](mailto:Stacey.L.Ashmore@hud.gov))
  - Angela Coleman ([Angela.M.Coleman@hud.gov](mailto:Angela.M.Coleman@hud.gov))
  - Mabel Cheng ([Mabel.Cheng@hud.gov](mailto:Mabel.Cheng@hud.gov))
  - Paul Connelly ([Paul.F.Connelly@hud.gov](mailto:Paul.F.Connelly@hud.gov))
- Given fluctuations in workload across the region, Closing Coordinators have been assigned to support specific underwriters

# Multifamily Closing Process

1. Underwriter issues firm via e-mail:
  - a. Body of email indicates name of Closing Coordinator (CC), Account Executive (AE) & OGC (work in progress)
2. Closing Coordinator becomes single point of connect. All correspondence should be addressed to Closing Coordinator.
3. Closing Coordinator requests OGC assignment
  - a. Transactions that require early assignment of OGC should be highlighted at concept meeting or upon application submission.

# Multifamily Closing Process

4. Closing Coordinator sends e-mail instructing lender where to send complete draft closing packages
  - a. One electronic version (USB or link) and one hardcopy sent to CC
  - b. One hardcopy sent to OGC representative
  - c. If CC will be out for more than three days, a backup CC or point of contact will be assigned
  - d. Draft closing package should include request for a closing date indicating any critical timing issues
  - e. Under certain circumstances, draft packages with outstanding issues may be submitted

# Multifamily Closing Process

5. Closing Coordinator confirms receipt of draft package within three days
  - a. CC will notify lender of deficiencies within 10 business days of receipt of package
6. Closing Coordinator starts coordinating Pre-Construction Conference
  - a. Plans and specs must be signed and submitted to HUD prior to the pre-construction conference and initial closing
  - b. Please reference the accompanying explainer on pre-construction requirements for additional information
7. Closing Coordinator sends “Clear to Close” memo once housing and OGC issues are resolved

# Multifamily Closing Process

8. Closing Coordinator sends post-closing e-mail once closing is finalized, providing:
  - a. Contact information for Asset Management point of contact
  - b. Centralized e-mail addresses for further servicing
    - i. Non-critical repair escrow releases, new construction requisitions, change orders cost certifications:
      - i. [MF.BOS.tech@hud.gov](mailto:MF.BOS.tech@hud.gov) – MA, NH, VT, ME, RI, CT
      - ii. [MF.NYC.tech@hud.gov](mailto:MF.NYC.tech@hud.gov) – NY, NJ, PA
      - iii. [MF.BAL.tech@hud.gov](mailto:MF.BAL.tech@hud.gov) – MD, VA, WV, DE, DC

# Closing Coordinator Responsibilities

Closing Coordinator responsibilities include:

1. Review and process amendment requests
  - a. All amendment requests must be submitted directly to the Closing Coordinator. The Closing Coordinator will then determine if technical or underwriter review is required.
2. Verify and process extension requests
  - a. Firms can be extended based on SOA. For 221(d)(4) and 223(f) projects, the firm is good for 60 days, and can be subsequently extended for 120 days. For 223(a)(7) projects, the firm is good for 90 days, and can be subsequently extended for 90 days.
3. Review draft closing package

# Closing Coordinator Responsibilities

4. Confirm compliance with firm commitment, including:
  - a. Reviewing and confirming completion status of critical and non-critical repairs
  - b. Ensuring all additional and special conditions are met
5. Engage Legal, Labor, FHEO, and MAP Lender
6. Coordinate signatures, including for regulatory agreement

# Closing Coordinator Responsibilities

7. Coordinate closing date with OGC
8. Send post-closing e-mail to lender and lender's attorney to request an electronic version (USB) of closing documents and provide post-closing details
9. Update DAP

# Closing Process Guidelines

- Amendment and Restatement of Existing Loan Documents (Refinance transactions)
  - Generally permitted throughout the NE Region
    - Common in New York; Prohibited in Maryland
- Recording Requirements
  - Pre-recording permitted, except for New York where documents must be recorded post-closing
  - Consult with Title Company as recording rules vary by jurisdiction (down to county level)

# Closing Process Guidelines

- Other Jurisdictional Requirements
  - NY Building Loan Agreement replaces the Non-Critical Repair Escrow where non-critical repairs are being completed post-closing using mortgage proceeds
  - Post-Closing (New York Only) – submit Recording Endorsement to OGC (Amends Title Policy to reflect recording information)

# Closing Process Guidelines

- Keys to Smoother and Faster Closings
  - Upfront identification of novel/complicated issues or items requiring long lead times
  - Identify closing target date or range of dates
  - Complete and well-organized Closing Packages
  - Respond timely and completely to HUD comments
  - Consider timing and planning to facilitate HUD signatures
  - Ensure all details regarding basic property information (address, name, FHA number etc.) are correct
  - Ensure all outstanding violations are resolved prior to closing

## **The following is for Plans and Specs Submission for Projects located in the Northeast Region**

Once the drawing and specifications have been approved by either the Underwriter or a Construction Analyst in the processing office as referenced in the Commitment. The lender is now permitted to submit the final signed drawings for closing.

The process is as follows for drawing post issuance of commitment. These drawings will be used for the closing.

### **Final Drawings and Specifications for initial closing:**

- 2 Master Sets of the drawing and specifications signed\*
- Half size sheets are preferred if legible.
- The cover and last drawing sheets, and the first and last specification pages of all sets, are signed by \*representatives of the project architect, architect administering the contract, owner, contractor, lender and bonding company (if applicable).

### **Set # 1**

- The first signed set of signed drawings and specifications, labelled HUD Set 1, will be submitted to HUD for final review and approval prior to initial endorsement and the pre-construction conference.

Submit the first signed set of signed drawings and specifications, labelled HUD Set 1 to the following persons based on project location:

Property Location (MD, VA, WV, DC, DE)  
Attn: Stephen Gray  
U.S. Department of Housing and Urban Development  
Multifamily Northeast Region  
Bank of America Building, Tower II  
100 South Charles Street, Suite 500  
Baltimore, MD 21201

Property Location: (MA, CT, NH, VT, ME, RI)  
Attn: Jerry Sechovicz  
U.S. Department of Housing and Urban Development  
Multifamily Northeast Region  
Boston Satellite Office  
10 Causeway Street, 3<sup>rd</sup> Floor  
Boston, MA 02222

Property Location: (NY, NJ, PA)  
Attn: Paul Connelly  
Multifamily Northeast Region  
New York Regional Office  
26 Federal Plaza  
New York, New York 10278-0068

### **Set #2**

- The second set of signed drawings and specifications, labelled HUD Set 2, will be given to the construction contractor to be stored on-site until the HUD inspector receives them. This set does not need to be submitted to HUD and the lender will be responsible for making sure that the construction contractor has received the second set of signed drawings and specifications.
- The lender is responsible for ensuring that both Master Sets of the drawings and specifications are signed by all the authorized agents and both sets are delivered as previously detailed.

#### **Required Certifications**

The **lender** will also need to certify to the following:

- Both Master Sets of the drawing and specifications are the same as those approved by HUD.
- Both Master Sets of the drawing and specifications are the same as the lenders set of drawings and specifications.
- That the construction contractor has received the second set of signed drawings and specifications.

The **construction contractor** will also need to certify to the following:

- That they have received second set of signed drawings and specifications and will store them on-site until the HUD inspector receives them.

#### **Pre-Construction Conference:**

Pre-construction meetings are currently being conducted by HUD's inspection contractor, LeeTex Group. The pre-construction meeting will be conducted by conference call and may be held a few days prior to a few days following the initial closing. Please schedule the preconstruction meeting with Leetex Group at [multifamily@leetexgroup.com](mailto:multifamily@leetexgroup.com) and cc Stephen Gray ([Stephen.W.Gray@hud.gov](mailto:Stephen.W.Gray@hud.gov)) for all properties in MD, VA, WV, DC, DE or cc Jerry Sechovicz ([gerard.r.sechovicz@hud.gov](mailto:gerard.r.sechovicz@hud.gov)) for properties in NY, NJ, PA, MA, CT, NH, VT, ME, RI on all correspondence with Leetex.