

Multifamily Closing Process

- When a Firm is issued, the Underwriter includes the name of the Closing Coordinator assigned to the project
- Once the firm is issued, the Closing Coordinator requests Office of General Counsel (OGC) assignment
- After counsel has been assigned, the Closing Coordinator sends a “Hello E-mail” to the lender with OGC point of contact information and instructions on where to send draft packages
- One hardcopy and one electronic version (CD or USB) of the **draft package** should be sent to the Closing Coordinator, and one hardcopy of the draft package should be sent to OGC
- After closing, one electronic version (CD or USB) of the **final package** should be sent to the Closing Coordinator; hardcopy versions of final packages should be sent per regional guidance

Closing Coordinator Structure

- Each office has one closing coordinator:
 - Baltimore: Angela Coleman (Angela.M.Coleman@hud.gov)
 - Boston: Nicholas Cipponeri (Nicholas.J.Cipponeri@hud.gov)
 - New York: Paul Connelly (Paul.F.Connelly@hud.gov)
- Given fluctuations in volume of applications by office, closing coordinators workshare across the region
- Closing coordinators may work on projects processed by underwriters in their office, regardless of geographic location

Closing Coordinator Responsibilities

Closing Coordinator responsibilities include:

1. Review and process amendment requests
2. Verify and process extension requests
3. Review draft closing package
4. Ensure Special Conditions are met
5. Coordinate closing date
6. Send post-closing e-mail to lender's attorney to request an electronic version of closing documents