**CLT Closing Checklist for Sales Without HOME Funds**

Tailor the Ground Lease and Exhibits to fit this particular CLT Home:

1. Adjust Exhibit 9.10 Resale Formula Price Schedule to reflect actual numbers for that particular home.
2. Fill in a description of the Leased Land in Exhibit 2.1
3. Fill in the following blanks in the Ground Lease:
4. The date the parties are signing the Ground Lease and name of Homeowners at top of first page.
5. The starting and ending date of the Ground Lease in Section 3.1.
6. The Ground Lease Fee in Section 5.1.
7. The Stewardship Fee in Section 6.7.
8. The original purchase price (which is the price that the Homeowners pay, not including any subsidy) and the percent of annual equity increase in Section 9.10.
9. The name and physical mailing address of the Homeowners in Section 14.1
10. Check that each page of the Ground Lease is initialed by the Homeowners and that the last page is signed by GNDC and the Homeowners before a notary.

Check that the Letter of Stipulation has been signed and dated by the homebuyers.

Check that the Letter of Acknowledgment has been signed and dated by the third party counselor.

Check that the Deed for Sale of Improvements Only has been properly filled out (including a description of the Home in Attachment A, a description of the Leased Land in Attachment B, and the entire signed Ground Lease, plus Exhibits in Attachment C), signed, and notarized.

Check that the Fannie Mae Ground Lease Rider has been properly filled out on first page, signed by both GNDC and the homebuyers, and notarized.

Record the Deed for Sale of Improvements Only, including Attachments A, B, and C; and the Fannie Mae Ground Lease Rider.

Check settlement documents for one-time, lease initiation fee at 3% of initial sales prices (not including subsidies).