



**HOUSING DEVELOPMENT FUND, INC. CLOSING REQUEST FORM**  
(Form to be completed by Closing/Settlement Agent)

**PLEASE NOTE THAT A CLOSING WILL NOT BE SCHEDULED UNTIL THE LOAN HAS BEEN CLEARED FOR CLOSING. A MINIMUM OF NINE BUSINESS DAYS NOTICE IS REQUIRED IN ORDER TO SCHEDULE A CLOSING. AT THE TIME OF SCHEDULING, YOU MUST COMPLETE THE CLOSING SCHEDULING FORM. WE WILL NOT BE ABLE TO SCHEDULE THE CLOSING UNTIL WE RECEIVE A COMPLETED CLOSING SCHEDULING FORM.**

**PROPOSED CLOSING DATE:** \_\_\_\_\_ / **TIME:** \_\_\_\_\_  
**YOU MUST CONTACT [ClosingDept@hdfconnects.org](mailto:ClosingDept@hdfconnects.org) TO SCHEDULE AND CONFIRM A CLOSING DATE**

- Closing/Settlement Attorney: \_\_\_\_\_
- E-mail address for closing package: \_\_\_\_\_
- Vesting: \_\_\_\_\_
- Property Address: \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING PRE-CLOSING DOCUMENTS FOR REVIEW**

**ATTORNEY MUST ENSURE THAT TITLE INSURANCE POLICY IS FREE AND CLEAR OF ALL LIENS**

- Proposed **Separate** Title Insurance Policy (for SmartMove-HDF second mortgage; LWYW loan must be indicated on Schedule B II) -
- Name of Insured on Title documents (SmartMove CT): Housing Development Fund, Inc. ISAOA, ATIMA, 100 Prospect Street, Suite 100, Stamford, CT 06901

**Endorsements- \*\*No exceptions for Survey or Mechanics Liens\*\***

Enviromental	Secondary Market
Condominium	Indian Claim
PUD	2 to 4 Family Rider

- Title Commitment
- Warranty Deed
- Closing Protection Letter
- Copy of E&O Insurance
- HOI Declaration Page and Paid Receipt
- Signed Closing Request Form
- Attorney Wiring Instructions
- Detail breakdown of closing costs for HDF loan(s)

**ALL PRE-CLOSING DOCUMENTS MUST BE EMAILED TO [ClosingDept@hdfconnects.org](mailto:ClosingDept@hdfconnects.org)**

**INSURANCE REQUIREMENTS**

<b>HAZARD INSURANCE (1-4 FAMILY):</b>	<b>FLOOD INSURANCE-As Applicable</b>
<input type="checkbox"/> Dwelling Coverage-Must cover all liens or 100% replacement cost <input type="checkbox"/> Deductible-Maximum cannot exceed \$1000 <input type="checkbox"/> Paid in Full Receipt -For One Year <input type="checkbox"/> Policy Period (must reflect 1 year full term)	<input type="checkbox"/> Dwelling Coverage Required: Lesser of total liens against the property; 100% replacement or \$250,000. <input type="checkbox"/> Deductible- Maximum cannot exceed \$1000 <input type="checkbox"/> Paid in Full Receipt-For One Year <input type="checkbox"/> Policy Period (must reflect 1 year full term)
<b>MASTER CONDOMINIUM INSURANCE</b> <input type="checkbox"/> Property Address with unit # <input type="checkbox"/> Liability Coverage (1,000,000 minimum) <input type="checkbox"/> Policy Period (must reflect 1 year full term) <input type="checkbox"/> Endorsement: HDF as 2 <sup>nd</sup> and/or 3 <sup>rd</sup> Mortgagee	

**HOI MORTGAGEE CLAUSE**

**HDF Loan Products (SmartMove CT)**

- Housing Development Fund, Inc. ISAOA, ATIMA-1 Corporate Drive, Suite 360, Lake Zurich, IL 60047

**SmartMove NY**

- HDF Connects in Lieu of True Corporate Name Housing Development Fund, Inc. ISAOA, ATIMA-1 Corporate Drive, Suite 360, Lake Zurich, IL 60047

**(LWYW; ShoreUp)**

- Housing Development Fund, Inc. ISAOA, ATIMA-100 Prospect Street, Suite 100, Stamford, CT 06901

**City of Stamford HOME Loan (City of Stamford)**

- City of Stamford and the Stamford Community Development Program ATIMA, P.O. Box 10152 -888 Washington Blvd., Stamford, CT 06904-2152

**CLOSING DISCLOSURE REQUIREMENTS**

- Three days prior to closing you must provide:
  1. First mortgage Closing Disclosure (HDF net proceeds should be reflected on the first lender Closing Disclosure)
  2. Seller's Closing Disclosure is to be prepared by the closing attorney and a copy must be provided to HDF.
- HDF will provide a copy of the second and/or third loan Closing Disclosure 3 to 6 days prior to closing.
- Attorney is **NOT** to make any changes to HDF's Closing Disclosure. All changes must be done by HDF.
- Any request for corrections to HDF's Closing Disclosure must be submitted to the Closing Dept. by 4:00pm on the day of the closing.
- If changes are not submitted in time to prepare a revised Closing Disclosure, then the closing will need to be postponed.

**Any excess funds** will be adjusted on the HDF Closing Disclosure.

**Original executed closing documents and Closing Disclosure must be returned to HDF within 24hrs of the closing. Note: you must provide executed copies of final first lender Closing Disclosure and seller's Closing Disclosure.**

**DISCLOSURE:**

Our loans are structured on the articulated terms of the mortgage applications. Any changes to these terms prior to, or at the closing, will render our loan commitment null and void. HDF needs to review and approve any changes prior to closing.

If you have any questions in regard to these Requirements for Closing, please email [ClosingDept@hdfconnects.org](mailto:ClosingDept@hdfconnects.org).

I hereby certify that I have read and understand the above information.

\_\_\_\_\_  
Attorney Name

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Attorney Signature

Date: \_\_\_\_\_