

NOAH Preservation Fund – Loan Application & Closing Process

Notes: From application submission to closing, expect the process to take 90-120 days. Stages may overlap and it is beneficial to prepare for the next stage prior to completing the previous one.

Pre-Application Meeting

Set up a meeting w/City to discuss potential NOAH acquisition (must be a 4+ unit NOAH building)
Meeting is required prior to applying

Application and Underwriting Review (~10-30 days review time)

Complete City application during an open (30 day) application window.
Application must include a firm commitment to a prescribed affordability term and a # of units at 50%, 60%, and 80% AMI
City will make a yes/no decision and underwriting review will include a review of the subsidy amount per unit

Due Diligence (30-40 days)

Submit all required due diligence items by City established deadline at the end of this phase. Loan cannot close on time if deadlines are not met.
All Due Diligence items on Closing Checklist must be ordered towards beginning of this stage.

Formal City Loan Approval (7-14 days)

CPED Director's report formalizes loan approval
1st mortgage commitment letter is required for approval
Meet with CPED construction management & NOAH staff, engage environmental consultant & legal counsel

Closing Prep (2 weeks)

Signed Loan Documents, Closing draw request, Developer Attorney Opinion Letter Due to City
Coordinate with Title company and primary lender
Attorney approval and review of signed loan documents
Title proformas due to City

Closing (single day)

Takes place after all closing prep is complete and Senior Lender, City, Borrower, and Seller are ready to close

Compliance (10-30 years)

Starts after a successful closing
Conduct annual income certification
Submit Certificate of Program Compliance to City annually