

RAD Instructions for Final Docket Submission After Closing

This document outlines HUD's requirements for submitting final, executed closing dockets following closing for all RAD conversions. Please contact your assigned RAD Closing Coordinator with any questions.

DOCUMENT SUBMISSION IMMEDIATELY FOLLOWING CLOSING

- I. **Within three business days of recording**, provide PDF copies of the following via email to your RAD Closing Coordinator. Submit all documents that apply to your conversion.
- a. Fully executed RAD Use Agreement with Exhibits (with evidence of recordation)
 - b. Partial/Full Release(s) from Prior Declaration(s) of Trust (with evidence of recordation)
 - c. Release from Prior Restrictive Covenant(s) (with evidence of recordation)
 - d. Fully executed PBV HAP Contract Parts 1 and 2 with all Exhibits
 - e. Fully executed PBRA HAP Contract Parts 1 and 2 with all Exhibits
 - f. PBV or PBRA Delayed Conversion Agreement (formerly New Construction Agreement)
 - g. Fully executed Certification and Assurances
 - h. Fully executed RCC Amendment(s)
 - i. In special cases, other documents as directed by your RAD Closing Coordinator

ELECTRONIC DOCKET SUBMISSION TO RAD RESOURCE DESK

- II. **Requested within 30 days of recording**, upload all final transaction documents to the "Final Closing Docket" page on www.radresource.net. Refer to Exhibit A of these instructions for a list of all documents that should be included and Exhibit B for uploading instructions.

CD DOCKET SUBMISSION TO HUD FIELD COUNSEL

- III. **Requested within 30 days of recording**, provide a CD to HUD Field Counsel.

ADDITIONAL REQUIREMENTS AFTER COMPLETION OF REPAIRS/CONSTRUCTION

- IV. **Repairs:** Upon Completion of Repairs/New Construction outlined in the RAD Conversion Commitment (typically 12-18 months following closing), upload required cost certification information and supporting documents to the Rehab/Construction Completion page www.radresource.net.
- V. **Delayed Conversion Agreement (formerly "New Construction Agreement") only:** Follow the instructions outlined in your Delayed Conversion Agreement.

Attachments:

Exhibit A: List of Transaction Documents to Include in Final Transaction Docket Submissions

Exhibit B: Instructions for Uploading Final Transaction Documents to the RAD Resource Desk

Exhibit A: List of Transaction Documents to Include in Final Transaction Docket Submissions

Copies of the final, fully executed versions of all documents submitted to HUD counsel and the RAD Closing Coordinator as part of closing must be included in your electronic docket submissions. Below is a list of RAD closing documents; it is not an all-inclusive list and not all may be applicable to your conversion.

Document Name	Upload Category
Escrow Instructions letter	Executed Escrow Instruction Letter
Amendments to RAD Conversion Commitment (RCC)	N/A – uploaded by RAD Closing Coordinator within 3 days of recording
RAD Conversion Commitment (RCC) with all exhibits	
RAD Use Agreement and exhibits (with evidence of recordation)	
Release of Public Housing Declaration(s) of Trust or Declaration(s) of Restrictive Covenants (with evidence of recordation)	
PBV or PBRA HAP Contract Parts 1 and 2 with Exhibits	
PBV or PBRA Delayed Conversion Agreement (formerly New Construction Agreement)	
Consolidated Owner Certification	
Legal Opinion of PHA Counsel	All Legal Opinions
Legal Opinion of Owner's Counsel	
Certification and Assurances	Certification and Assurances
General Depository Agreement	General Depository Agreement
Final Title Policy	Final Title Policy
Survey	Survey
Sources & Uses or Settlement Statement	Final Sources & Uses
First Mortgage Note, Mortgage/Deed of Trust, Intercreditor/Subordination Agreement	First Lien Financing Documents
Secondary Financing Mortgage Note(s), Mortgage(s)/Deed(s) of Trust & Intercreditor/Subordination Agreement(s)	Subordinate Lien Financing Documents
Bond Financing: Bond issuance authorization & Firm Commitment to Purchase Bonds	Bond Documents
Tax Credits: Equity Commitment with Pay-in Schedule & Reservation Letter	LIHTC Documents
Ground Lease	All Other Transaction Documents
Deed from Current Owner to Post-Conversion Owner	
Amendments/Releases of Existing Mixed Finance Documents including, as applicable: <ul style="list-style-type: none"> Release of Declaration of Restrictive Covenants Termination of Mixed Finance Amendment to the ACC Termination of Regulatory and Operating Agreement Lender and PHA Subordination Agreements 	
Organizational Documents for New Ownership Entity	
Evidence of Payoff, Release or Subordination of Existing Debt	
Fully executed payment and performance bond or letter of credit	
Master Lease/Tenancy Addendum	
Owner Completion Guarantee Agreement	
Initial Year Funding Tool and HUD Form 50075.1	
Other Documents as applicable	

Exhibit B: Instructions for Uploading Final Transaction Documents to the RAD Resource Desk

1. Login to www.radresource.net.

If you do not have a username or password, click **Create an Account** from the **Login** drop down menu. Select **Public Housing Agency** as the user type and select your agency from the list. This will create a request for your agency's primary contact, usually the executive director, to review for access.

If you have an existing account but are unable to upload, contact your agency's primary contact who can edit your user profile to include permission to upload documents.

You can also email resourcedesk@radresource.net for assistance at any time.

2. Select the project name from your personal home page under **My Properties with CHAPs Issued**. Once the transaction has closed, the **Final Closing Docket** page should be the page that loads once you select the transaction. If for some reason the Final Closing Docket page does not load, you can navigate to it via the **Transaction Pages** menu > **Final Closing Docket**.
3. Scroll to the bottom of the page where you will see the **Upload Documents** section.

The screenshot shows a web form titled "UPLOAD DOCUMENTS" with a link "View Uploading Instructions". It contains three main sections: "Milestone Document:" with a dropdown menu showing "Executed Escrow Instruction Letter"; "'Other' Title:" with an empty text input field; and "Load Document:" with a "Browse..." button and the text "No file selected.". At the bottom left is a blue "Add File" button.

4. To begin uploading, select the **Milestone Document** name from the dropdown menu, click **Browse** to select the location of the file on your computer and then click **Add file**. A link to the file will then appear on the grid above.
 - a. Note that the RAD Conversion Commitment, amendments to the RAD Conversion Commitment, the HAP Contract(s), DOT Release(s), RAD Use Agreement(s), Delayed Conversion Agreement, RCC Amendments, and Consolidated Owner Certification that were submitted within 3 days of recording have already been uploaded into the system by your RAD Closing Coordinator so there is no need to re-upload these documents. You can view them at the top of the page in the section that says "The following documents are uploaded by HUD staff within three days after the RAD closing." If you notice any documents missing from that section, contact your RAD Closing Coordinator.
 - b. The system is designed to permit multiple files to be uploaded to each line item. For example, the "All Legal Opinions" line item should contain both PHA and Owner legal opinions (as applicable). Please use the **PHA Comments** field to specify which documents are included if more than one file has been uploaded.
 - c. Please use the **All Other Transaction Documents** selection to upload any documents not specifically found in the grid. You are able to label all "Other" documents when you upload them by typing in a title in the **Other Title** field in the **Upload Documents**

section. You may submit a single PDF containing all other transaction document files or upload them individually.

5. Once you have completed uploading all final transaction documents, click the **red** button labeled **Docket Submission Complete**. This button will only appear once each line in the chart either has a document uploaded or is noted as “N/A”.

This should be completed within 30 days of closing. Clicking **Docket Submission Complete** notifies HUD that you have submitted your electronic closing docket and HUD will begin reviewing your submission. If your submission is incomplete or if any issues arise, HUD may be in contact with follow up questions.

UPLOAD DOCUMENTS
[View Uploading Instructions](#)

Milestone Document:

Executed Escrow Instruction Letter

"Other" Title:

Load Document:

Browse...

No file selected.

Add File

When all documents have been uploaded, click the Docket Submission Complete button to notify HUD that the submission is complete.

Docket Submission Complete

Final Closing Docket Submitted:

Questions? Email resourcedesk@radresource.net