Habitat for Humanity: Community Impact Fund Program (ROUND 4)

CLOSING INSTRUCTIONS

The Affiliate should direct the Title Company to execute the following documents at the acquisition closing:

**At Closing**

1. IHDA Executed Mortgage
2. IHDA Executed Promissory Note
3. Executed Closing Disclosure

**HOMEBUYER IS NOT TO LEAVE THE CLOSING WITH CASH IN HAND.** If there is a balance in escrow, please contact your IHDA Community Affairs staff.

**After Closing**

The Affiliate must email the following documents to Grant Administrator immediately after the closing. Grant Administrator will forward to IHDA:

1. Executed Closing Disclosure (formerly known as HUD-1/Settlement Statement)
2. IHDA Executed Promissory Note
3. IHDA Executed Mortgage
4. Warranty Deed
5. Request for Payment & Certification

Please send to IHDA Community Affairs Dept. the following documents via certified/return receipt mail:

1. Original Executed IHDA Note
2. Original IHDA Recorded Mortgage (to be sent from county recorder)

**Mail to:** Illinois Housing Development Authority  
Attn: Community Affairs Dept.  
111 E. Wacker Drive, Ste. 1000  
Chicago, IL 60601

Please email to Grant Administrator (HFH Champaign) the following documents once received. Grant Administrator will forward to IHDA:

1. Title Insurance Policy

Revised 3/8/19