



Request for Proposals – Legal Services for Commercial Loan Closings

Indianapolis Neighborhood Housing Partnership (INHP) is an affordable housing nonprofit and certified Community Development Financial Institution (CDFI) based in Indianapolis, Indiana. Through its Community Lending Division, INHP provides financing to support the development, rehabilitation, and preservation of affordable housing.

INHP primarily originates loans to for-profit and nonprofit entities engaged in affordable housing and community development activities, including construction, acquisition, rehabilitation and related working capital needs.

INHP currently closes approximately 12 or more community lending transactions annually, with loan structures that may include construction financing, bridge loans, and term loans.

INHP is seeking proposals from qualified legal service providers to support the preparation and review of closing loan documents.

Scope

The engagement would require preparing loan closing documents, including Promissory Note, Officer's Certificate, and Mortgage. A loan commitment document will be provided by INHP to create/prep loan documents. Ad-hoc emails or phone calls may be required. Other documents may be required for loan preparation. Occasional legal consultations may be required.

Information Requested

Qualifications related to real estate transactions, agreement review, and document preparation.

Relevant Legal Experience

Demonstrated experience in commercial real estate and loan closing transactions, including drafting and reviewing loan agreements, promissory notes, security instruments, guarantees, and related closing documents.

Affordable Housing and Community Development Experience

Description of prior work representing nonprofit organizations, Community Development Financial Institutions (CDFIs), and/or affordable housing developers.

Summary of work history and other non-for-profit representation.

Location of firm or business. Marion County businesses preferred.

A budget for this engagement. We require a budget for document prep as well as any other alternative billing associated with ad-hoc email and phone communication related to upcoming loan transactions.

Flat Fee per Loan Closing

Provide a fixed fee per transaction for standard loan document preparation and closing services. Proposers should define what is included in a “standard” transaction (e.g., number of entities, guarantees, etc).

Tiered or Alternative Pricing (if applicable)

If applicable, provide tiered pricing based on loan complexity, size, or structure (e.g., construction vs. term loan, single-entity vs. multi-entity borrower).

Submission Deadline

Please submit your proposal by email to:

Kristin Settle

Portfolio Manager, INHP

ksettle@inhp.org

317-610-4642

In order to be considered, you must respond to this request by end of business day on May 13, 2026. Thank you for your time and interest. We look forward to hearing from you.