

HO - REQUIRED DOCUMENTS CHECKLIST

	1. APPLICANT ELIGIBILITY	N/A		Date Complete	Initials	Comments
1	Application					
2a	Income Computation Worksheet		Potential Submission			
2b	Third Party Verification (TPV) Monitoring		Potential Submission			
2c	Family Composition		Potential Submission			
2d	Authorization for Release of Information and Privacy Act Notice					
2e	Declaration of Section 214 Status		Potential Submission			
2f	Checklist (for each person 18 and over)		Potential Submission			
2g	Verifications (income, asset, school, etc.)		Potential Submission			
3	Federal and State Tax Returns		Recommended			
4	Credit Report		Recommended			
5	Verification of Mortgage					
6	Verification of Paid Property Taxes		Recommended			
7	Homeowner's Insurance					
8	Recorded Warranty Deed and/or Land Contract and/or Title Insurance					
9	Land Contract Vendor Acknowledgement/Consent					
10	Lead Based Paint Statement (incl Renovate Right for homes built before 1978)					
11	Pre-Evaluation Disclosure of Lead Based Paint					
12	Applicant receipt of "Fair Housing: It's Your Right"		Recommended			
13	PIP Program Disclosure		Recommended			
14	Eligibility Summary Worksheet and Analysis of Payment Ability		Recommended			

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	2. PROPERTY EVALUATION AND CONSTRUCTION DETERMINATION	N/A		Date Complete	Initials	Comments
1	Environmental Checklist					
2	Historical Clearance, SHPO					
3	Flood Plain Map					
4	Noise Attenuation					
5	Initial Inspection Report					
6	Assessor's Card					
7	Initial Work Specifications					
8	Initial Cost Estimates					
9	Lead Property Exemption form					
10	Lead Risk Assessment					
11	Revised Work Specifications and Cost Estimates		Submit			
12	Homeowner Approval of Specifications					

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3. BIDDING AND CONTRACTOR SELECTION		N/A		Date Complete	Initials	Comments
1	Prepared Bid Package					
2	List of Contractors invited to Bid					
3	Copies of bids received					
4	Bid Comparison Summary					
5	Record of Bid Selection					
6	Verification selected contractor(s) is not debarred					
7	Notice to unsuccessful bidders					
8	After Rehab Value form					
9	Set-Up Proforma		OPAL			

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	4. CLOSING AND LIEN DOCUMENTS	N/A		Date Complete	Initials	Comments
1	Reverification of paid property taxes		Recommended			
2	Mortgage		Potential Submission			
3	Note(s)		Potential Submission			
4	Program Agreement		Recommended			
5	3 Day Right to Cancel					
6	Truth in Lending Disclosure Statement					
7	Insurance Change Agreement					
8	Documentation of Leveraged Funds					

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	4A. REFINANCING and CLOSING COST ASSISTANCE	N/A		Date Complete	Initials	Comments
1	Loan Application					
2	Good Faith Estimate					
3	Settlement Statement					
4	Check(s) disbursed					
5	LINKS to Homeownership certification					
6	Written approval of exception request					

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	5. CONSTRUCTION MANAGEMENT	N/A		Date Complete	Initials	Comments
1	Contractor(s) License					
2	Contractor(s) Insurance					
3	Contractor(s) Lead Training/Certification					
4	Contract between Contractor and Grantee, including					
4a	Lead Work Contractor attachment					
4b	Equal Opportunity Clause (EO 11246)					
5	Notice of Commencement					
6	Notice to Proceed					
7	Change Order(s)					
8	Copy of Inspection Reports by local building inspectors					
9	Interim Payment / Authorizations / Inspection Requests					
10	Sworn Statements					
11	Partial and Final Unconditional Lien Waivers					
12	Lead Clearance Test Results					
13	Lead Based Paint Inspection / Compliance Certification Form					
14	Final Inspection Report by Administrator					
15	Final Approval by Homeowner					
16	Final Payment Request / Authorization					
17	Itemized summary listing all project costs					
18	Final Proforma		OPAL			

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	6. PROJECT CLOSEOUT AND ONGOING MONITORING	N/A		Date Complete	Initials	Comments
1	Payment Schedule and Record					
2	Client Satisfaction Survey		Recommended			
3	Pre-Warranty Expiration Follow-up		Recommended			