

HPR - 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	Buyer Pre-qualification for First Mortgage Lending					
6	Good Faith Estimate		Submit			
7	Lead Based Paint Statement (incl Renovate Right for homes built before 1978)					
8	Applicant receipt of "Fair Housing: It's Your Right"		Recommended			
9	Eligibility Summary Worksheet and Analysis of Payment Ability		Recommended			
10	Documentation of First Time Homebuyer Status		Recommended			

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	2. PROPERTY EVALUATION AND CONSTRUCTION DETERMINATION	N/A		Date Complete	Initials	Comments
1	Purchase Agreement					
2	Homebuyer Assistance Program Occupancy/Vacancy Cert.					
3	Notification to Seller of Voluntary Sale					
4	Environmental Checklist					
5	Historical Clearance, SHPO					
6	Flood Plain Map					
7	Noise Attenuation					
8	Initial Inspection Report					
9	Assessor's Card					
10	Initial Work Specifications					
11	Initial Cost Estimates					
12	Lead Risk Assessment					
13	Lead Property Exemption form					
14	Revised Work Specifications and Cost Estimates		Submit			
15	Homebuyer Approval of Specifications					
16	As-completed (or post rehab) Appraisal		Submit			

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

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	4. CLOSING AND LIEN DOCUMENTS	N/A		Date Complete	Initials	Comments
1	Homebuyer Subsidy Mortgage		Submit			
2	Homebuyer Subsidy Note		Submit			
3	Program Agreement		Recommended			
4	Settlement Statement & Documentation of Leveraged Funds		Submit			
5	Copies of all Closing Docs					

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

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