

**RR - REQUIRED DOCUMENTS CHECKLIST**

	<b>1. APPLICANT ELIGIBILITY</b>	N/A		Date Complete	Initials	Comments
1	Pre-Application					
2	Annual Income and Expense form					
3	Occupancy Report					
4	Authorization for Release of Information and Privacy Act Notice					
5	Credit Report		Recommended			
6	Verification of Employment/Income for Landlord		Recommended			
7	Verification of Mortgage					
8	Verification of Paid Property Taxes					
9	Federal and State Tax Returns		Recommended			
10	Property Hazard Insurance					
11	Recorded Warranty Deed or Land Contract					
12	Land Contract Vendor Acknowledgement/Consent					
13	Pre-Evaluation Disclosure of Lead Based Paint					

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	<b>2. TENANT ELIGIBILITY</b>	N/A		Date Complete	Initials	Comments
1	Copy of URA 1 to Tenants					
2a	Income Computation Worksheet		Potential Submission			
2b	Third Party Verification Monitoring		Potential Submission			
2c	Family Composition		Potential Submission			
2d	Authorization for Release of Information and Privacy Act Notice					
2e	Declaration of 214 Status		Potential Submission			
2f	Checklist(s) of income and assets		Potential Submission			
2g	Verifications of income, assets, assistance, etc.		Potential Submission			
3	Lead Based Paint Statement (incl Protect Your Family)					
4	Tenant(s) receipt of Fair Housing: It's Your Right pamphlet					

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

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	<b>4. BIDDING AND CONTRACTOR SELECTION</b>	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	Set-up Proforma		OPAL			

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	<b>5. CLOSING AND LIEN DOCUMENTS</b>	N/A		Date Complete	Initials	Comments
1	Re-Verification of Paid Property Taxes		Recommended			
2	Title Insurance Commitment		Recommended			
3	URA 2 to tenants					
4	Loan Commitment and Agreement					
5	Mortgage					
6	Note(s)					
7	Regulatory Agreement (Required if HOME-funded)					
8	Insurance Change Agreement					
9	Escrow Agreement					
10	Documentation of Owner Match					

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	<b>6. CONSTRUCTION MANAGEMENT</b>	N/A		Date Complete	Initials	Comments
1	Contractor(s) License					
2	Contractor(s) Insurance					
3	Contractor(s) Lead Training/Certification					
4	Contract between Contractor(s) and Property Owner, to include:					
4a	Lead Work Contractor attachment					
4b	Equal Opportunity Clause (EO 11246)					
4c	Davis Bacon attachments					
5	Recorded Notice of Commencment					
6	Notice to Proceed					
7	Change Orders					
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	Copy of Inspection Reports by local building official					
14	Final Inspection Report by Administrator					
15	Final Approval by Property Owner					
16	Final Payment Request / Authorization					
17	Itemized summary listing all project costs					
18	Final Proforma		OPAL			

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	<b>7. PROJECT CLOSEOUT AND ONGOING MONITORING</b>	N/A		Date Complete	Initials	Comments
1	Annual Rent Limit Notifications					
2	Recertification of Annual Income by Tenant Family form					
3	Third Party Verification of Income for New Tenants					
4	Annual HQS Inspections of assisted units/projects					
5	Client Satisfaction Survey		Recommended			
6	Pre-Warranty Expiration Follow-up		Recommended			