

**HCRI Program**

**Individual Project File Checklist**

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| --- |
| **Grantee/Contract #:**  |
| **Property Owner:**  | **Phone #:** |
| **Property Address:**  |
| **HCRI $ in Project:**  | **Total Project Cost $:**  |
| **Project Type** *(select one)*: [x]  **Homebuyer** |

*Continued on reverse.*

| **File Contents** | **Present** | **Notes/Comments** |
| --- | --- | --- |
| Completed application form*(Must include marital property statement, age of structure, conflict of interest)* | [ ]  Yes [ ]  No |  |
| Release of Information Form | [ ]  Yes [ ]  No |  |
| Verification of:  Title Homeowner Insurance LMI Status/Income Income Limits by County | [ ]  Yes [ ]  No[ ]  Yes [ ]  No [ ]  Yes [ ]  No[ ]  Yes [ ]  No |  |
| Property Inspection Reports HQS Inspections  Before \_\_\_\_\_\_\_\_\_\_\_ rehab  After \_\_\_\_\_\_\_\_\_\_\_\_ rehab Mentioned Smoke Detectors Mentioned Lead-based Paint | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |  |
| Final Loan Approval by Grantee Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Yes [ ]  No |  |
| Mortgage Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Recorded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mortgage Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Recorded 1-2 weeks after signing max. Should be same amount as total bids + C.O.)* | [ ]  Yes [ ]  No |  |
| Acknowledgement of Subordination | [ ]  Yes [ ]  No |  |
| Promissory Note | [ ]  Yes [ ]  No |  |
| Right of RescissionDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Yes [ ]  No[ ]  NA |  |
| Truth-in-LendingDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Yes [ ]  No |  |
| Lead-based Paint Brochure to OccupantLead-based Paint Review Complete | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |  |
| Local Unit of Government added to Homeowner Insurance | [ ]  Yes [ ]  No  |  |
| Payment Log/Individual Obligations Journal completed to date | [ ]  Yes [ ]  No |  |
| Documentation of match or other funds brought into project | [ ]  Yes [ ]  No |  |
| Grievance Procedures | [ ]  Yes [ ]  No  |  |

| **Lead-Based Paint Review** | **Present** | **Notes/Comments** |
| --- | --- | --- |
| Is Unit Exempt? Why? (per 24 CFR 35) | ❑[ ]  Yes [ ]  No |  |
| Clearance Notice | [ ]  Yes [ ]  No |  |

*TBRAClientFile\_5/2018v1*

| **Homebuyer Projects****Section NA** ❑ | **Present** | **Notes/Comments** |
| --- | --- | --- |
| Homebuyer Loan Calculation Form | [ ]  Yes [ ]  No |  |
| Proof of first mortgage financing amount | [ ]  Yes [ ]  No |  |
| Affordable Calculation Sheet (if applicable) | [ ]  Yes [ ]  No |  |
| Homebuyer’s Cash Contribution | [ ]  Yes [ ]  No |  |
| Homebuyer Education | [ ]  Yes [ ]  No |  |

*06.2018\_HHR Project File*