

**HOME HHR/HCRI Program**

**Individual Project File Checklist**

|  |
| --- |
| **Grantee/Contract #:**  |
| **Property Owner:**  | **Phone #:** |
| **Property Address:**  | **Activity #:**  |
| **Home $ in Project:**  | **Total Project Cost $:**  |
| **Project Type** *(select one)*: [ ]  **Owner-Occupied** [ ]  **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 |  |
| Activity Set-up | [ ]  Yes [ ]  No |  |
| Completion Report | [ ]  Yes [ ]  No |  |
| Local Unit of Government added to Homeowner Insurance | [ ]  Yes [ ]  No  |  |
| Soft Cost | [ ]  Yes [ ]  No[ ]  NA |  |
| Payment Log/Individual Obligations Journal completed to date | [ ]  Yes [ ]  No |  |
| Documentation of match or other funds brought into project | [ ]  Yes [ ]  No |  |
| Timely Completion Report or Close-out Letter | [ ]  Yes [ ]  No |  |
| Grievance Procedures | [ ]  Yes [ ]  No  |  |

| **Environmental Review Documents** | **Present** | **Notes/Comments** |
| --- | --- | --- |
| Completed Statutory Checklist | [ ]  Yes [ ]  No |  |
| Evidence of consultation where indicated by Statutory Checklist | [ ]  Yes [ ]  No |  |
| Copy of all correspondence regarding historic preservation | [ ]  Yes [ ]  No |  |
| Age of structure: \_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Yes [ ]  No |  |

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

| **Construction or Rehabilitation Projects****Section NA** [ ]  | **Present**  | **Notes/Comments** |
| --- | --- | --- |
| Cost Estimate | [ ]  Yes [ ]  No |  |
| Bids for Work to be Done - List Bids:  | [ ]  Yes [ ]  No |  |
| Bids Accepted by Property Owner | [ ]  Yes [ ]  No |  |
| Signed contract(s) between owner and contractor - List w/date(s):*(Must include Lead-based paint restrictions and One year guarantee of work)* | [ ]  Yes [ ]  No |  |
| Contractor List Check | [ ]  Yes [ ]  No |  |
| Request by contractor for each payment made - List:*(Must have homeowner’s authorization for EACH payment request)* | [ ]  Yes [ ]  No |  |
| Work specifications through temporary or permanent relocationAdequate # of working smoke detectors | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |  |
| Lien Waivers*(A FINAL or one for each payment request)* | [ ]  Yes [ ]  No |  |
| Written and Authorized Change Orders | [ ]  Yes [ ]  No |  |
| Temporary or Permanent Relocation involved? Relocation form  | [ ]  Yes [ ]  No[ ]  NA[ ]  Yes [ ]  No[ ]  NA |  |

| **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 |  |