

**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 Rescission  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes  No  NA |  |
| Truth-in-Lending  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes  No |  |
| Lead-based Paint Brochure to Occupant  Lead-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 relocation  Adequate # 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 |  |