

# HOME HHR Program Individual Project File Checklist



<b>Grantee/Contract #:</b>	
<b>Property Owner:</b>	<b>Phone #:</b>
<b>Property Address:</b>	<b>Activity #:</b>
<b>Home \$ in Project:</b>	<b>Total Project Cost \$:</b>
<b>Project Type</b> (select one): <input type="checkbox"/> <b>Owner-Occupied</b> <input type="checkbox"/> <b>Homebuyer</b>	

File Contents	Present	Notes/Comments
Completed application form <i>(Must include marital property statement, age of structure, conflict of interest)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Release of Information Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Verification of: Title Homeowner Insurance LMI Status/Income Income Limits by County	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Inspection Reports HQS Inspections  Before _____ rehab  After _____ rehab  Mentioned Smoke Detectors Mentioned Lead-based Paint	<input type="checkbox"/> Yes <input type="checkbox"/> No   <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Final Loan Approval by Grantee Date approved: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mortgage Date Signed: _____ Date Recorded: _____ Mortgage Amount: \$ _____ <i>(Recorded 1-2 weeks after signing max. Should be same amount as total bids + C.O.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Acknowledgement of Subordination	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>File Contents</b>	<b>Present</b>	<b>Notes/Comments</b>
Promissory Note	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Right of Rescission Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Truth-in-Lending Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lead-based Paint Brochure to Occupant Lead-based Paint Review Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Activity Set-up	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Completion Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Written Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Local Unit of Government added to Homeowner Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Soft Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Payment Log/Individual Obligations Journal completed to date	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Documentation of match or other funds brought into project	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Timely Completion Report or Close-out Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grievance Procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Environmental Review Documents</b>	<b>Present</b>	<b>Notes/Comments</b>
Completed Statutory Checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Evidence of consultation where indicated by Statutory Checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copy of all correspondence regarding historic preservation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Age of structure: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Lead-Based Paint Review</b>	<b>Present</b>	<b>Notes/Comments</b>
Is Unit Exempt? Why?  per 24 CFR 35)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Clearance Notice	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Lead-Based Paint Review	Present	Notes/Comments
<b>Construction or Rehabilitation Projects</b>	<b>Present</b>	<b>Notes/Comments</b>
<b>Section NA <input type="checkbox"/></b>		
Cost Estimate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bids for Work to be Done - List Bids:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bids Accepted by Property Owner	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signed contract(s) between owner and contractor - List w/date(s):  <i>(Must include Lead-based paint restrictions and One year guarantee of work)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contractor List Check	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Request by contractor for each payment made - List:  <i>(Must have homeowner's authorization for EACH payment request)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Work specifications through temporary or permanent relocation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Adequate # of working smoke detectors	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lien Waivers <i>(A FINAL or one for each payment request)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Written and Authorized Change Orders	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Temporary or Permanent Relocation involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Relocation form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

Homebuyer Projects Section NA <input type="checkbox"/>	Present	Notes/Comments
Homebuyer Loan Calculation Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proof of first mortgage financing amount	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Affordable Calculation Sheet (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Homebuyer's Cash Contribution	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Homebuyer Education	<input type="checkbox"/> Yes <input type="checkbox"/> No	