

HOME HHR/HCRI Program Individual Project File Checklist



Grantee/Contract #:	
Property Owner:	Phone #:
Property Address:	Activity #:
Home \$ in Project:	Total Project Cost \$:
Project Type <i>(select one)</i> : ☐ Owner-Occupied ☐ Homebuyer	

File Contents	Present	Notes/Comments
Completed application form <i>(Must include marital property statement, age of structure, conflict of interest)</i>	☐ 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: \$ _____ <i>(Recorded 1-2 weeks after signing max. Should be same amount as total bids + C.O.)</i>	☐ Yes ☐ No	
Acknowledgement of Subordination	☐ Yes ☐ No	

File Contents	Present	Notes/Comments
Promissory Note	☐ Yes ☐ No	
Right of Rescission Date: _____	☐ Yes ☐ No ☐ NA	
Truth-in-Lending Date: _____	☐ Yes ☐ No	
Lead-based Paint Brochure to Occupant	☐ Yes ☐ No	
Lead-based Paint Review Complete	☐ 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	

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	