

**Buyer Name:** \_\_\_\_\_

**Project ID:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

ITEMS IN PROJECT CASE FILE?	ANSWER		NOTES
	Y	N	
1. Program Application			
2. Relocation Notice (if applicable)			
3. Income and Asset Verification Forms			
4. Initial Inspection Form			
5. Homebuyer Written HOME Agreement			
6. Sales Prices. (if rehabilitation, use estimated property value)			
7. Environmental Clearance			
8. Written Recapture or Resale Agreement			
9. IDIS Set-Up			
10. Work Write-Up/Cost Estimate			
11. Payment Certifications			
12. Progress Payment Authorizations			
13. Contractor Bid Documents			
14. Contractor Eligibility Form			
15. Contractor Approval Form			
16. Pre-Construction Conference Report			
17. Lead-Based Paint Compliance Documentation (including copies of notices, lead hazard evaluation and clearance reports)			
18. Rehabilitation Contract (if applicable)			
19. Notice to Proceed			
20. Approved Change Orders (if applicable)			
21. Documentation of Final Inspection			
22. Final Invoice from Contractor			
23. Waiver of Liens from General Contractor, Subcontractors, and Suppliers			
24. Warranties (if applicable)			
25. Receipt of Final Payment Form			
26. Project Completion Form			
27. Applicant File Checklist			