

Owner Name: \_\_\_\_\_

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

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

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

ARE ITEMS IN PROJECT CASE FILE?	ANSWER		NOTES
	Y	N	
<b>UNDERWRITING INFORMATION</b>			
1. Pre-Screening Questionnaire			
2. Project Underwriting Worksheet			
3. Origination Checklist			
4. Project Activity Log			
5. Other Underwriting Checklists			
<b>APPLICANT INFORMATION</b>			
6. Authorization to Release Information			
7. Verification of Utility Expenses (for past 12 mos.)			
8. Verification of Employment/Income			
9. Verification of Expenses			
10. Credit Report			
11. Program Application Form			
12. Approval of Rehabilitation Assistance Notice			
<b>LEGAL DOCUMENTS</b>			
13. Copy of Deed			
14. Title Search and/or Title Opinion			
15. Closing Documents			
16. Copies of Post Closing Documents			
17. Written Homeowner HOME Agreement			
<b>PROPERTY INFORMATION</b>			
18. Environmental Screening Checklist			
19. Appraisal/Market Analysis			
20. Work Write-Up/Cost Estimate			
21. Rehabilitation Contract			
22. Addendum to Construction Contract			
23. Sub-Contractor Agreements			
24. HUD Debar/Suspension Clearance Forms			
25. Lead-Based Paint Compliance Documentation (including copies of notices, lead hazard evaluation and clearance reports)			

ARE ITEMS IN PROJECT CASE FILE?	ANSWER		NOTES
	Y	N	
<b>CONSTRUCTION MANAGEMENT</b>			
26. Initial Inspection Form			
27. Pre-construction Conference Report			
28. Notice to Proceed			
29. Progress Inspection Reports			
30. Punch List			
31. Change Orders (if applicable)			
32. Contractor Payment Requests			
33. Subcontractors Final Lien Releases (if applicable)			
34. Contractors Final Lien Release			
35. Documentation of Final Inspection			
36. Receipt of Final Payment Form			