

REHAB FILE CHECKLISTCDBG: XXX IPR: _____

Homeowner: _____ Occupant: _____

Street Address: _____ File#: _____

1. Application for Assistance/Ranking Sheet _____
2. Financial Information
 - a. Verification of Income _____
 - b. HUD Household Income Report _____
 - c. Current Section 8 Income Limits _____
 - d. Verification of Assets _____
 - e. Verification of Rent (CDBG only) _____
 - f. Ability-to-pay Form _____
 - g. Loan Repayment Calculation Form _____
3. Verification of Ownership of Property (after 10/1/2012)
 - a. Deed Showing Ownership of Land and House _____
 - b. Title Search *OR*..... _____
 - c. Mobile Home DMV Title _____
 - d. Proof of Mobile Home Demolition or Salvage (SR only) _____
4. Historic Resources Clearance/Statutory Checklist (IPR only) _____
5. DHCD HQS/Section 8 Inspection Reports
 - a. Before Construction

Date_____	By whom? _____	RA _____
Date_____	By whom? _____	PA _____
Date_____	By whom? _____	RS _____
 - b. After Construction

Date_____	By whom? _____	RA _____
Date_____	By whom? _____	PA _____
Date_____	By whom? _____	RS _____
6. Blower Door Test
 - a. Before Construction Date_____ _____
 - b. After Construction Date_____ _____

7. Inspection/Treatment Reports
 - a. Exterminator _____
 - b. Electrical _____
 - c. Chimney _____
 - d. Asbestos _____
 - e. Rehab Specialist Inspection & Payment Reports _____

8. Write-up and Cost Estimates. _____
 - a. Base Amount \$ _____
 - b. Exceptions \$ _____ \$ _____ \$ _____ \$ _____
 - c. Demolition \$ _____

9. Bid Tabulation Sheet and Contract Award Recommendation _____
 - a. Accepted Bid _____
 - b. Verification of Current DPOR License Exp. Date: _____
 - c. Verification of Current Insurance Exp. Date: _____
 - d. Verification of Non-Debarment Check _____
 - e. Bid Approval Date _____ Low Bid Amount \$ _____

10. Temporary Relocation Agreement and documentation _____

11. IPR Set-up/Completion form (IPR only) _____
 - a. Project Set-up amount \$ _____
 - b. Certification of IPR Eligibility _____
 - c. IPR Completion Report _____

12. Construction Contract: Amount \$ _____
 - a. 3-Party: Owner/Grantee/Contractor **OR** _____
 - b. 2-Party: Owner or Grantee/Contractor and Contractor/Grantee _____
 - c. Attached Federal Construction Contract Language _____
 - d. Notice of the Presumption of Lead _____
 - e. Confirmation of Receipt of LBP pamphlet (pre-1978 construction only)
Renovate Right (after 12/01/08) _____

13. Legal Documents
 - a. Investor-Owner Rental Commitment (CDBG only) _____
 - b. Landlord/Tenant Agreement or Lease (CDBG only) _____
 - c. Deed of Trust Note or Promissory Note _____
 - d. Deed of Trust/Lien _____
 - e. Notice of Right to Cancel (for loans only) _____
 - f. Truth in Lending Disclosure Statement) (for loans only) _____
 - g. Acknowledgement of Receipt of ECOA Notices and Disclosures _____
 - h. Recordation Receipt for Deed of Trust _____

- 14. Permits
 - a. Building Permit _____
 - b. Health Permit (well and/or septic) _____
- 15. Approved Contractor Pay Requests _____
- 16. Change Orders
 - a. Approved by Owner, Rehab Specialist, Program Administrator & DHCD _____
 - b. Number of COs _____
 - c. Total Amount \$ _____
 - d. Disclosure Report if contract award is \geq \$50,000 _____
- 17. Lead Related Reports
 - a. Documentation of Lead Inspector/Risk Assessor License _____
 - b. Documentation of Contractor and Crew training in Lead Safe Work Practices and Repair, Renovation & Painting (EPA) _____
 - c. LBP Clearance Examination Reports w/lab analysis attached _____
 - d. LBP Hazard Reduction Completion Notice _____
- 18. Warranties (Appliances and Materials) _____
- 19. Contractor's paper work
 - a. Affidavit of Release of Liens _____
 - b. Affidavit of Payment of Debts and Claims _____
 - c. Register of Contractors, Subcontractors and Suppliers _____
 - d. Register of Assigned Employees (CDBG Only) _____
- 20. Occupant Signed Home Maintenance Education Certificate _____
- 21. Final Release by Homeowner _____
- 22. Documentation of Homeowners/Hazard Insurance _____
- 23. Cost Breakdown for Construction and Non-construction Costs
e.g.; IPR Cost Summary, Financial Summary and Completion Report _____
- 24. Loan Servicing Records e.g.; Annual Loan Statement,
Monthly Loan Payment History, delinquent notices, etc (for loans only) _____

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