

IPR XXX

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. 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 Housing Rehab Inspection Checklists:
 - a. Before Construction

Date _____	By whom? _____	RA	<input type="checkbox"/>
Date _____	By whom? _____	PA	<input type="checkbox"/>
Date _____	By whom? _____	RS	<input type="checkbox"/>
 - 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 ☐
 - a. Project Set-up amount \$ _____ ☐
 - b. Certification of IPR Eligibility ☐
 - c. IPR Completion Report amount \$ _____ ☐
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 ☐
13. Legal Documents
 - a. Deed of Trust Note or Promissory Note ☐
 - b. Deed of Trust/Lien ☐
 - c. Notice of Right to Cancel (for loans only) ☐
 - d. Truth in Lending Disclosure Statement) (for loans only) ☐
 - e. Acknowledgement of Receipt of ECOA Notices and Disclosures ☐
 - f. 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 plus change orders are \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/or 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, ☐