The following information must be attached to the Housing Contract System (HCS) for applicable Draw Requests submitted. TDHCA may request additional support documentation other than what is listed below. Should support documents be insufficient, the Draw Request will be placed into “Deficiency” status and a Deficiency Letter will be issued allowing the CA to submit corrections during the next 14 calendar days. If deficiencies remain unsolved after the time given, the Draw Request will be disapproved. It is the responsibility of the CA to follow-up on all Draw Requests that have been placed in “Deficiency” or “Disapproved” status.

**VERIFY ACCURACY OF THE FOLLOWING SUPPORT DOCUMENTS. ENTER ELECTRONIC DRAW REQUEST AND ATTACH DOCUMENTS TO CDB. SUBMIT ELECTRONIC DRAW REQUEST FOR “PENDING PM APPROVAL.”**

[ ]  Input the correct services rendered date into the Housing Contact System

[ ]  Submit utility deposit support documentation, if the draw request includes a reimbursement for a utility deposit

[ ]  If the draw request includes a reimbursement request for a security deposit, ensure the requested amount reconciles to the approved deposit amount recorded in the Housing Contract System

**[ ]** If the remaining amount of the budget is being requested with the draw, and assistance is for more than twelve months a recertification must be submitted and approved before all funds are requested

[ ]  Complete the Project Completion report in the Housing Contract System if this is the final draw