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| **Administrator:** | | | **Contract/RSP Number:** | | |
| **Beneficiary Name :** | | | **Project Number:** | | |
| **Project Address:** | | | | | |
| **LEFT SIDE**  **Support Documents for Project Setups**  **File documents in sequential order** | | **Source** | | **In**  **File** | **Submission Requirement** |
| 1 | HRA External Setup Checklist | TDHCA Form | |  | Retain in Project File |
| 2 | Copy of environmental clearance email  (Retain all environmental support docs in separate Environmental Review Record file) | TDHCA | |  | Setup Packet |
| 3 | Environmental clearance documentation | Administrator | |  | Submit to TDHCA as required |
| 4 | Intake Application | TDHCA Form | |  | Setup Packet |
| 5 | Household Income Certification (HIC) | TDHCA Form | |  | Setup Packet |
| 6 | Income and asset verification forms, as needed | TDHCA Form | |  | Submit to TDHCA if required in Setup Packet |
| 7 | Income and asset documentation | Beneficiary | |  | Submit to TDHCA if required in Setup Packet |
| 8 | Release and Consent | TDHCA Form | |  | Retain in Project File |
| 9 | Verification of Disability (if applicable) | TDHCA Form | |  | Setup Packet |
| 10 | Approval/denial letter to applicant | Administrator | |  | Retain in Project File |
| 11 | HRA Certification of Principal Residence | TDHCA Form | |  | Retain in Project File |
| 12 | Verification of Residence | Beneficiary | |  | Retain in Project File |
| 13 | Conflict of interest documents – if applicable | TDHCA Form  and Administrator | |  | Retain in Project File |
| 14 | Conflict of interest exception approval letter from HUD (if applicable) | HUD letter | |  | Setup Packet |
| 15 | Duplication of benefits documents (if applicable) | Beneficiary | |  | Setup Packet |
| 18 | Initial Inspection Report | TDHCA Form | |  | Setup Packet |
| 19 | Proposed plans and specifications prepared by state licensed architect or engineer or a certification of compliance which includes the seal of the architect or engineer , | Architect | |  | Setup Packet |
| 20 | Accepted builder’s bid | Administrator | |  | Setup Packet |
| 21 | Builder eligibility documents  (EPLS/Secretary State/County Clerk)  <https://www.sam.gov/portal/public/SAM> | Secretary of State  SAM  County Clerk | |  | Setup Packet |
| 22 | Building Contractor Bid Certification | TDHCA Form | |  | Retain in Project File |
| 23 | Final work write up | Administrator | |  | Setup Packet |
| 24 | Construction Contract | Administrator | |  | Setup Packet |
| 25 | Before photos | Administrator | |  | Setup Packet |
| 26 | Lead Safe Housing Requirements Screening Worksheet | HUD.gov | |  | Retain in Project File |
| 27 | Receipt of Lead-Based Paint Notification | TDHCA Form | |  | Retain in Project File |
| 28 | Elderly Homeowner’s Informed Consent Notice (if applicable) | TDHCA Form | |  | Retain in Project File |
| 29 | Re-Occupancy Notice (if applicable) | TDHCA Form | |  | Retain in Project File |
| 30 | Construction Inspection Authorization | TDHCA Form | |  | Retain in Project File |
| 31 | Homeowner’s Certification and Agreement to Participate | TDHCA Form | |  | Retain in Project File |
| 32 | Pre-Construction Conference Report | TDHCA Form | |  | Retain in Project File |
| 33 | Title Commitment or Title Report | Title Company | |  | Grant/Loan Information Packet |
| 34 | Ownership/vesting documentation | Beneficiary | |  | Grant/Loan Information Packet |
| 35 | Tax Certificate | Taxing Authority | |  | Grant/Loan Information Packet |
| 36 | Life event documentation | Beneficiary | |  | Grant/Loan Information Packet |
| 37 | Survey , if required | Various | |  | Grant/Loan Information Packet |
| 38 | Flood insurance quote (if unit located in flood hazard area) | Beneficiary | |  | Grant/Loan Information Packet |
| 39 | Documentation of current loan status | Beneficiary | |  | Loan Information Packet |
| 40 | Consent to Demolish (if property has an existing mortgage) | Various | |  | Grant/Loan Information Packet |
| 41 | Consent to Subordinate (if property has an existing mortgage) | Various | |  | Grant/Loan Information Packet |
| 42 | Loan Addendum | TDHCA Form | |  | Loan Application Packet |
| 43 | Patriot Act Information Form | TDHCA Form | |  | Loan Application Packet |
| 44 | Acknowledgement of Licensing Status for Loan Originator, if applicable | TDHCA Form | |  | Loan Application Packet |
| 46 | Appraisal or other post-rehab valuation | Administrator | |  | Loan Application Packet |
| 47 | Single Family Construction Activities Setup and Draw Workbook | TDHCA Form | |  | Separate Attachment to Project Activity |
| 48 | Household Commitment Contract (HCC) | TDHCA | |  | Separate Attachment to Project Activity |
| **Additional Documentation for Grant Projects** | | | | | |
| 49 | Appraisal or other post-rehab valuation | Administrator | |  | Separate Attachment to Project Activity |
| **Additional Documentation for Refinance Projects** | | | | | |
| 50 | Payoff statement from first lien lender | Beneficiary | |  | Loan Application Packet |
| 51 | Verification of first lien lender loan terms | Beneficiary | |  | Loan Application Packet |
| 52 | Eligibility Calculator for HRA with Refinance | TDHCA Form | |  | Loan Application Packet |
| 53 | Homeowner’s Insurance Quote | Beneficiary | |  | Loan Application Packet |
| 54 | Documentation of Estimated Property Tax | Administrator | |  | Loan Application Packet |

**ALWAYS KEEP A COPY OF DOCUMENTS SUBMITTED TO TDHCA.**

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| **Administrator:** | | | **Contract/RSP Number:** | |
| **Beneficiary Name :** | | | **Project Number:** | |
| **Project Address:** | | | | |
| **RIGHT SIDE**  **File documents in sequential order** | | **Source** | **In**  **File** | **Attach to**  **CDB System** |
| **Support Documents for Refinancing of First Lien Draw** | | | | |
| 1 | Approval notification with final HUD-1 from closing specialist | TDHCA |  | Draw Packet |
| 2 | Certified copy of TDHCA note and deed of trust | Administrator |  | Retain in Project File |
| 3 | Soft cost support documentation | Administrator |  | Draw Packet |
| 4 | Matching funds support documentation (if applicable) | Administrator |  | Draw Packet |
| 5 | Flood insurance declarations page (if property is in a flood zone) | Beneficiary |  | Draw Packet |
| **Support Documents for Initial / Interim Construction Cost Draws** | | | | |
| 1 | Approval notification with final HUD-1 and construction loan agreement (CLA) from closing specialist | Administrator |  | Draw Packet |
| 2 | Single Family Construction Activities Setup and Draw Workbook | TDHCA Form |  | Draw Packet |
| 3 | Builder’s itemized invoice | Builder |  | Draw Packet |
| 4 | Other hard cost support documentation | Various |  | Draw Packet |
| 5 | Soft cost support documentation | Administrator |  | Draw Packet |
| 6 | Matching funds support documentation (if applicable) | Administrator |  | Draw Packet |
| 7 | Down-date endorsement to title policy not older than the date of the last disbursement of funds or 45 days, whichever is later   or release form, as applicable | Title Company |  | Draw Packet |
| 8 | Progress Inspection(s) | TDHCA Form |  | Draw Packet |
| 9 | Progress photos | Administrator |  | Draw Packet |

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| **Support Documents for Final/Retainage Construction Draw** | | | | |
| 1 | Single Family Construction Activities Setup and Draw Workbook with Section 3 Report Completed | TDHCA Form |  | Draw Packet |
| 2 | Builder’s itemized invoice | Builder |  | Draw Packet |
| 3 | Other hard cost support documentation | Various |  | Draw Packet |
| 4 | Soft cost support Documentation | Administrator |  | Draw Packet |
| 5 | Matching funds support documentation (if applicable) | Administrator |  | Draw Packet |
| 6 | Down-date endorsement to title policy or release form dated at least 40 days from the Construction Completion Date, as applicable | Title Company |  | Draw Packet |
| 7 | Final photos | Administrator |  | Draw Packet |
| 8 | Final Inspection | TDHCA Form |  | Draw Packet |
| 9 | Certificate of Occupancy (or equivalent) with inspection report   if required | Administrator |  | Draw Packet |
| 10 | Energy efficiency compliance documentation | Builder/  Municipality |  | Draw Packet |
| 11 | Copy of Recorded Affidavit of Completion | TDHCA Form |  | Draw Packet |
| 12 | Form 51-12 Final Bills Paid Affidavit | TDHCA Form |  | Draw Packet |

**ALWAYS KEEP A COPY OF DOCUMENTS SUBMITTED TO TDHCA.**

*Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.*

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|  | **Texas Department of Housing and Community Affairs**  Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711  Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web: www.tdhca.texas.gov |  |