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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 StateSAMCounty 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 78711Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web: www.tdhca.texas.gov |  |