

**HOME**  
**Homebuyer Compliance Checklist**

The monitoring visit will include, but not limited to, a review of the following documents of the assisted families files and general project information.

**Application Process**

- Initial family application (1003 not acceptable for initial application)
- Authorization to Release form
- Income and asset third-party verification for all household members less than 180 days prior to execution of HOME written agreement with family.

**Legal Documents**

- Promissory note & Mortgage
- Truth in Lending
- Deed to property
- Title Opinions & Title insurance
- Flood Cert & Flood Insurance
- Homeowner's insurance
- Errors & Omissions statement signed by purchaser at closing (not required, but recommended)

**Financial Documents**

- Copy of all HOME draw requests
- Evidence that HOME funds are disbursed within five (5) days of receipt
- Documentation of match/leverage-organized to support proposed match/leverage
- Documentation to support administrative fees
- Audit
- Proof of Separation of duties
- Paid invoices

**Property Documents**

- Environmental with all supporting documentation
- Appraisal or PVA information to support value
- Work write-up (plans & specs)
- Cost estimate
- Demolition agreement

**Construction Management**

- Construction bid documents
- Verification of contractor eligibility (EPLS & debarment form, contractor's insurance)
- Pre-construction conference form
- Construction contract
- Notice to proceed & HOME Setup
- Change orders (must be signed by recipient, homeowner and contractor)
- Building Inspections Final inspection and/or Certificate of Occupancy
- Lien releases (from contractor and subcontractors)
- Warranties to homeowner & Homeowner final approval
- Other documentation specifically required per funding agreement.