**HOME PROGRAM – DOCUMENT CHECKLIST**

See Program Checklist for more information. All documents may be copies (emailed or faxed) with exception of Homebuyer-Subrecipient Agreement, which must be the original, signed document.

**PRIOR TO CLOSING:**

*ENVIRONMENTAL DOCUMENTS*

[ ]  FEMA flood map

[ ]  Radon Policy (signed by Affiliate), radon test results & documentation of mitigation (if needed)

[ ]  Asbestos Documentation (from Affiliate, if Rehab)

[ ]  Lead Documentation (from Affiliate, if Rehab)

*AFFIRMATIVE FAIR HOUSING*

[ ]  03. Community Contact Journal (completed by affiliate)

[ ]  04. Affirmative Fair Housing Survey (completed by homebuyer – this is voluntary but encourage)

[ ]  Copy of any marketing materials used to advertise homebuyer, including blank application

*PROPERTY DOCUMENTS/REQUIREMENTS*

[ ]  Preliminary Title Opinion

[ ]  Appraisal

[ ]  IFA Site Visit

*HOMEBUYER DOCUMENTS*

[ ]  Habitat Application

[ ]  Employer Verification Form (preferred) – or – Two Months of Pay Stubs

[ ]  Child Support (if applicable)

[ ]  Social Security Income or Social Security Disability Income Statement (if applicable)

[ ]  Most Recent Federal Tax Return – or – if self-employed, Two Most Recent Federal Tax Returns

[ ]  Zero Income Affidavit (if applicable)

[ ]  Bank Verification Form (preferred) – or – 6 Months of Bank Statements

[ ]  Under $5,000 Asset Certification

[ ]  Any Other Cash, Asset, or Investment Documents (if applicable)

[ ]  List of All Debts Owed

[ ]  Homebuyer Education Certificate or Letter of Completion

[ ]  HUD Income Calculation (completed by SSO, signed by homebuyers)

[ ]  Preliminary Underwriting Form (completed by SSO, signed by homebuyers)

*DRAFT CLOSING DOCUMENTS*

[ ]  All Mortgages and Notes (the SSO will provide the 2nd Forgivable HOME Mortgage and Note)

[ ]  HUD-1 or Closing Disclosure

[ ]  Homebuyer-Subrecipient Agreement (completed by SSO, signed by homebuyers at closing)

**AFTER CLOSING:**

[ ]  All Signed/Recorded Mortgages

[ ]  All Signed Promissory Notes

[ ]  Signed HUD-1 or Closing Disclosure

[ ]  Recorded Warranty Deed

[ ]  Seller’s Acknowledgement Form (completed by SSO, signed by Affiliate and SSO)

[ ]  Signed Final Underwriting Form (completed by SSO, signed by Homebuyer)

[ ]  Homebuyer Property Insurance (listing HFH of Iowa as “loss payee”)

[ ]  Seller’s Occupancy Certification

[ ]  Photo of Property (front elevation)

[ ]  Certificate of Occupancy

[ ]  Affiliate Agreement (completed by SSO, signed by Affiliate and SSO)

[ ]  ORIGINAL, Signed Homebuyer-Subrecipient Agreement (mail or deliver to SSO)

[ ]  Project Completion Form (completed by SSO once all required documents have been received)

[ ]  Draw Request (completed by SSO)