

IFA HOME Homebuyer Programs

Buyer File Checklist

Project Address: _____

Buyer: _____

ITEMS IN PROJECT CASE FILE	In File	Date	NOTES
Income Verification for <u>All Persons</u> Residing in Household (Two Months of Source Documentation Required)			
Two months of recent pay stubs or documentation of other receipt of eligible income			
Bank statements including any checking accounts, certificates of deposit and savings accounts			
Statements from other investment accounts			
Most recent tax return(s) if any of the above are missing or incomplete			
Documentation of self-employment income such as draws indicated on a bank statement or most recent tax return			
Third party verifications if alternative methods above have been used successfully			
Income Determination and Qualification Form			
IFA Verification of Income Determination (Habitat for Humanity Only)			
Documentation of all other sources of income under Part 5 definition			
Property/Acquisition			
Proof that home purchased is located in the project target area			
Proof that home purchase price is at or below purchase price limit			
Environmental review record			
SHPO Clearance (N/A if not required)			
Copy of purchase contract with required environmental review provision			
Appraisal (including as-completed value if rehab is involved)			

ITEMS IN PROJECT CASE FILE	In File	Date	NOTES
Copy of approval letter from bank indicating maximum loan amount and loan to value percentage.			
Copy of HOME Promissory Note			
Copy of HOME Mortgage			
Copy of Deed transferring property to buyer			
Copy of Preliminary Title Opinion			
Proof of Property and Hazard Insurance for at least the assessed value of the land and all improvements located thereon			
Seller's Occupancy Certification Form			
Voluntary Transaction Disclosure Form			
Closing Statement or Settlement Disclosure Statement indicating HOME downpayment assistance provided			
Inspection/Scope of Work			
Completed property standards inspection form			
Risk assessment (if pre-1978)			
Work write up and cost estimate (if rehab is included)			
Verification of Contractor Eligibility			
Proof of Assigned Lead Safe Renovator (Pre-1978)			
Construction/rehabilitation contract			
Pre-construction conference report			
Notice to proceed			
Change orders (if applicable)			

ITEMS IN PROJECT CASE FILE	In File	Date	NOTES
Lead Based Paint clearance report			
Ongoing and Final inspection reports			
Official Building Code Compliance Inspections			
IFA Inspection Verification (Habitat for Humanity Only)			
Final invoice from contractor			
Waiver of liens from general contractor, subcontractors, and suppliers			
Warranties (if applicable)			
Homebuyer			
Signed program application form			
Finalized Homebuyer Assistance Underwriting Form			
Authorization to release information form(s)			
Housing counseling training completion certificate			
Certification of receipt of the lead hazard information pamphlet.			
Signed Sub-recipient/Homeowner written agreement with recapture provisions			
Notification of Lead-Based Paint Inspection and Risk Assessment			
Notification of Lead-Based Paint or Lead-Based Paint Hazards Presumed to be Present			
Verification of receipt of Final Clearance Report			

