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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 | CFD 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  | [ ]  | Retain in Project File  |
| 7 | Income and asset documentation  | Beneficiary   | [ ]  | Retain in Project File  |
| 8 | Release and Consent  | TDHCA Form  | [ ]  | Retain in Project File  |
| 9 | Approval/denial letter to applicant  | Administrator  | [ ]  | Retain in Project File  |
| 10 | Acquisition Activities Certification of Principal Residence   | TDHCA Form  | [ ]  | Retain in Project File  |
| 11 | Verification of Residence | Beneficiary   | [ ]  | Retain in Project File  |
| 12 | Conflict of interest documents (if applicable)   | TDHCA Form  and Administrator  | [ ]  | Retain in Project File  |
| 13 | Conflict of interest exception approval letter from HUD (if applicable)   | HUD letter | [ ]  | Setup Packet  |
| 14 | Duplication of benefits documents (if applicable)   | Beneficiary   | [ ]  | Setup Packet  |
| 15 | Initial Inspection Report   | TDHCA Form  | [ ]  | Setup Packet  |
| 16 | Proposed plans and specifications prepared by state licensed architect or a certification of compliance which includes the seal of the architect , if required  | Architect  | [ ]  | Setup Packet  |
| 17 | Accepted builder’s bid    | Administrator  | [ ]  | Setup Packet  |
| 18 | Builder eligibility documents (EPLS/Secretary State/County Clerk)<https://www.sam.gov/portal/public/SAM>   | Secretary of StateSAMCounty Clerk   | [ ]  | Setup Packet  |
| 19 | Building Contractor Bid Certification  | TDHCA Form  | [ ]  | Retain in Project File  |
| 20 | Final work write up   | Administrator  | [ ]  | Setup Packet  |
| 21 | Construction Contract  | Administrator  | [ ]  | Setup Packet |
| 22 | Before photos   | Administrator  | [ ]  | Setup Packet  |
| 23 | Lead Safe Housing Requirements Screening Worksheet   | HUD.gov  |  | Retain in Project File  |
| 24 | Receipt of Lead-Based Paint Notification   | TDHCA Form  | [ ]  | Retain in Project File  |
| 25 | Elderly Homeowner’s Informed Consent Notice (if applicable)   | TDHCA Form  | [ ]  | Retain in Project File  |
| 26 | Re-Occupancy Notice (if applicable)   | TDHCA Form  | [ ]  | Retain in Project File  |
| 27 | Construction Inspection Authorization  | TDHCA Form  | [ ]  | Retain in Project File  |
| 28 | Homeowner’s Certification and Agreement to Participate   | TDHCA Form  | [ ]  | Retain in Project File  |
| 29 | Pre-Construction Conference Report  | TDHCA Form  | [ ]  | Retain in Project File  |
| 30 | Title Commitment   | Title Company   | [ ]  | Loan Information Packet  |
| 31 | Copy of the Contract for Deed  | Beneficiary   | [ ]  | Loan Information Packet  |
| 32 | Contract for Deed Payoff Statement | TDHCA Form  | [ ]  | Loan Information Packet  |
| 33 | Statement of Location, if applicable  | TDHCA Form  | [ ]  | Loan Information Packet  |
| 34 | Tax Certificate   | Taxing Authority   | [ ]  | Loan Information Packet  |
| 35 | Life event documentation  | Beneficiary   | [ ]  | Loan Information Packet  |
| 36 | Survey , if required   | Various  | [ ]  | Loan Information Packet  |
| 37 | Flood insurance quote (if unit located in flood hazard area)   | Beneficiary   | [ ]  | Loan Information Packet  |
| 38 | Loan Addendum  | TDHCA Form  | [ ]  | Loan Application Packet  |
| 39 | Patriot Act Information Form | TDHCA Form  | [ ]  | Loan Application Packet  |
| 40 | Acknowledgement of Licensing Status for Loan Originator, if applicable | TDHCA Form  | [ ]  | Loan Application Packet  |
| 41 | Appraisal or other post-rehab valuation    | Administrator  | [ ]  | Loan Application Packet  |
| 42 | Inspector Qualification Certification | TDHCA Form  | [ ]  | Retain in Project File |
| 43 | Single Family Construction Activities Setup and Draw Workbook   | TDHCA Form  | [ ]  | Separate Attachment to Project Activity   |
| 44 | Household Commitment Contract (HCC)   | TDHCA  | [ ]  | Separate Attachment to Project Activity   |

**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 Initial / Interim Draws**  |
| 1 | Approval notification with final HUD-1 and construction loan agreement (CLA) from closing specialist   | Administrator  | [ ]  | Draw Packet  |
| 2 | Certified copy of TDHCA note and deed of trust   | Administrator  | [ ]  | Retain in Project File  |
| 3 | Flood insurance declarations page (if property is in a flood zone)  | Beneficiary   | [ ]  | Draw Packet  |
| 4 | Single Family Construction Activities Setup and Draw Workbook   | TDHCA Form  | [ ]  | Draw Packet  |
| 5 | Builder’s itemized invoice   | Builder   | [ ]  | Draw Packet  |
| 6 | Other hard cost support documentation   | Various  |  | Draw Packet  |
| 7 | Soft cost support documentation   | Administrator  | [ ]  | Draw Packet  |
| 8 | Matching funds support documentation (if applicable)   | Administrator  | [ ]  | Draw Packet  |
| 9 | Down-date endorsement to title policy not older than the date of the last disbursement of funds or 45 days, whichever is later   | Title Company   | [ ]  | Draw Packet  |
| 10 | Progress Inspection(s)   | TDHCA Form  | [ ]  | Draw Packet  |
| 11 | 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 not older than the date of the last disbursement of funds or 45 days, whichever is later   | 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  |
| 11 | Energy efficiency compliance documentation | Builder/Municipality  | [ ]  | Draw Packet  |
| 12 | Copy of Recorded Affidavit of Completion   | TDHCA Form  | [ ]  | Draw Packet  |
| 13 | Down-date endorsement to title policy dated at least 40 days after the Construction Completion Date   | Title Company   | [ ]  | Draw Packet  |
| 14 | 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 | Eq Hsng logo transparant |