



PROJECT FILE DOCUMENTATION CHECKLIST

CONTRACT FOR DEED (CFD)

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	PRWORA Household Status Verification Form	TDHCA Form	☐	Setup Packet
10	PRWORA SAVE Verification Response (if applicable)	SAVE System	☐	Setup Packet
11	Approval/denial letter to applicant	Administrator	☐	Retain in Project File
12	Acquisition Activities Certification of Principal Residence	TDHCA Form	☐	Retain in Project File
13	Verification of Residence	Beneficiary	☐	Retain in Project File
14	Conflict of interest documents (if applicable)	TDHCA Form and Administrator	☐	Retain in Project File
15	Conflict of interest exception approval letter from HUD (if applicable)	HUD letter	☐	Setup Packet
16	Duplication of benefits documents (if applicable)	Beneficiary	☐	Setup Packet
17	Initial Inspection Report	TDHCA Form	☐	Setup Packet
18	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
19	Accepted builder's bid	Administrator	☐	Setup Packet

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20	Builder eligibility documents (EPLS/Secretary State/County Clerk) https://www.sam.gov/portal/public/SAM	Secretary of State S A M County Clerk	☐	Setup Packet
21	Building Contractor Bid Certification	TDHCA Form	☐	Retain in Project File
22	Final work write up	Administrator	☐	Setup Packet
23	Construction Contract	Administrator	☐	Setup Packet
24	Before photos	Administrator	☐	Setup Packet
25	Lead Safe Housing Requirements Screening Worksheet	HUD.gov	☐	Retain in Project File
26	Receipt of Lead-Based Paint Notification	TDHCA Form	☐	Retain in Project File
27	Elderly Homeowner's Informed Consent Notice (if applicable)	TDHCA Form	☐	Retain in Project File
28	Re-Occupancy Notice (if applicable)	TDHCA Form	☐	Retain in Project File
29	Construction Inspection Authorization	TDHCA Form	☐	Retain in Project File
30	Homeowner's Certification and Agreement to Participate	TDHCA Form	☐	Retain in Project File
31	Pre-Construction Conference Report	TDHCA Form	☐	Retain in Project File
32	Title Commitment	Title Company	☐	Loan Information Packet
33	Copy of the Contract for Deed	Beneficiary	☐	Loan Information Packet
34	Contract for Deed Payoff Statement	TDHCA Form	☐	Loan Information Packet
35	Statement of Location (if applicable)	TDHCA Form	☐	Loan Information Packet
36	Tax Certificate	Taxing Authority	☐	Loan Information Packet
37	Life event documentation	Beneficiary	☐	Loan Information Packet
38	Survey , if required	Various	☐	Loan Information Packet
39	Flood insurance quote (if unit located in flood hazard area)	Beneficiary	☐	Loan Information Packet
40	Loan Addendum	TDHCA Form	☐	Loan Application Packet
41	Patriot Act Information Form	TDHCA Form	☐	Loan Application Packet
42	Acknowledgement of Licensing Status for Loan Originator (if applicable)	TDHCA Form	☐	Loan Application Packet
43	Appraisal or other post-rehab valuation	Administrator	☐	Loan Application Packet
44	Inspector Qualification Certification	TDHCA Form	☐	Retain in Project File
45	Single Family Construction Activities Setup and Draw Workbook	TDHCA Form	☐	Separate Attachment to Project Activity
46	Household Commitment Contract (HCC)	TDHCA	☐	Separate Attachment to Project Activity

PROJECT FILE DOCUMENTATION CHECKLIST

CONTRACT FOR DEED (CFD)

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.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
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