

PROJECT FILE DOCUMENTATION CHECKLIST
HOMEBUYER ASSISTANCE WITH NEW CONSTRUCTION (HANC)

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	HANC 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	☐	Setup Packet
7	Income and asset documentation	Beneficiary	☐	Setup Packet
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	Conflict of interest documents (if applicable)	TDHCA Form and Administrator	☐	Retain in Project File
14	Conflict of interest exception approval letter from HUD (if applicable)	HUD letter	☐	Setup Packet
15	Duplication of benefits documents (if applicable)	Beneficiary	☐	Setup Packet
16	Initial Inspection Report	TDHCA Form	☐	Setup Packet
17	Proposed plans and specifications prepared by state licensed architect or engineer or a certification of compliance which includes the seal of the architect or engineer	Architect	☐	Setup Packet
18	Accepted builder's bid	Administrator	☐	Setup Packet
19	Builder eligibility documents (EPLS/Secretary State/County Clerk)	Secretary of State S A M	☐	Setup Packet

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	https://www.sam.gov/portal/public/SAM			
20	Building Contractor Bid Certification	TDHCA Form	☐	Retain in Project File
21	Final work write up	Administrator	☐	Setup Packet
22	Construction Contract	Administrator	☐	Setup Packet
23	Zoning documentation	Administrator/ Local Jurisdiction	☐	Setup Packet
24	Utility Availability (if previously undeveloped)	Administrator/ Local Jurisdiction	☐	Setup Packet
25	Executed Sales Contract	Administrator	☐	Setup Packet
26	Lead Safe Housing Requirements Screening Worksheet	HUD.gov	☐	Retain in Project File
27	Receipt of Lead-Based Paint Notification	TDHCA Form	☐	Retain in Project File
28	Construction Inspection Authorization	TDHCA Form	☐	Retain in Project File
29	Homeowner's Certification and Agreement to Participate	TDHCA Form	☐	Retain in Project File
30	Pre-Construction Conference Report	TDHCA Form	☐	Retain in Project File
31	Title Commitment	Title Company	☐	Loan Information Packet
32	Ownership/vesting documentation (if applicable)	Beneficiary	☐	Loan Information Packet
33	Tax Certificate	Taxing Authority	☐	Loan Information Packet
34	Life event documentation	Beneficiary	☐	Loan Information Packet
35	Survey	Various	☐	Loan Information Packet
36	Homeowner Insurance Quote	Beneficiary	☐	Loan Information Packet
37	Documentation of Estimated Property Tax	Administrator	☐	Loan Information Packet
38	Flood insurance quote (if unit located in flood hazard area)	Beneficiary	☐	Loan Information Packet
39	Documentation of current loan status	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	Credit Report	Administrator	☐	Loan Application Packet
44	HANC Loan Analysis	TDHCA Form	☐	Loan Application Packet
45	Qualifying Income Worksheet	TDHCA Form	☐	Loan Application Packet

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46	Buyer's Closing Cost Estimate	TDHCA Form	☐	Loan Application Packet
47	Appraisal	Administrator	☐	Loan Application Packet
48	Single Family Construction Activities Setup and Draw Workbook	TDHCA Form	☐	Separate Attachment to Project Activity
49	Household Commitment Contract (HCC)	TDHCA	☐	Separate Attachment to Project Activity
Only for Refinance of Non-Owner Occupied Real Property				
52	Payoff statement from first lien lender	Beneficiary	☐	Loan Application Packet
53	Verification of first lien lender loan terms	Beneficiary	☐	Loan Application Packet

ALWAYS KEEP A COPY OF DOCUMENTS SUBMITTED TO TDHCA.

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Administrator:

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RIGHT SIDE File documents in sequential order		Source	In File	Attach to CDB System
Support Documents for Refinancing of First Lien Draw				
1	Approval notification with final Closing Disclosure from closing specialist	TDHCA	☐	Draw Packet
2	Certified copy of TDHCA note and deed of trust	Administrator	☐	Retain in Project File
3	Soft cost support documentation	Administrator	☐	Draw Packet
4	Matching funds support documentation (if applicable)	Administrator	☐	Draw Packet
5	Flood insurance declarations page (if property is in a flood zone)	Beneficiary	☐	Draw Packet
Support Documents for Initial / Interim Construction Cost Draws				
1	Approval notification with final Closing Disclosure and construction loan agreement (CLA) from closing specialist	Administrator	☐	Draw Packet
2	Single Family Construction Activities Setup and Draw Workbook	TDHCA Form	☐	Draw Packet
3	Builder's itemized invoice	Builder	☐	Draw Packet
4	Other hard cost support documentation	Various		Draw Packet
5	Soft cost support documentation	Administrator	☐	Draw Packet
6	Matching funds support documentation (if applicable)	Administrator	☐	Draw Packet
7	Down-date endorsement to title policy not older than the date of the last disbursement of funds or 45 days, whichever is later or release form, as applicable	Title Company	☐	Draw Packet
8	Progress Inspection(s)	TDHCA Form	☐	Draw Packet
9	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	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 or release form dated at least 40 days from the Construction Completion Date, as applicable	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
10	Energy efficiency compliance documentation	Builder/ Municipality	☐	Draw Packet
11	Copy of Recorded Affidavit of Completion	TDHCA Form	☐	Draw Packet
12	Form 51-12 Final Bills Paid Affidavit	TDHCA Form	☐	Draw Packet

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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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