Texas Department of Housing and Community Affairs
Office of Colonia Initiatives
Colonia Self Help Center Program

Draw Request Checklist for the Colonia Self Help Center
Contractor: _____ **Contract No.** _____
Homeowner: _____ **Address:** _____

Homeownership Assistance Draw Checklist

SHC   OCI

☐   ☐ **Down Payment Assistance**
Certified copy of the executed HUD-1.
Attach Form A203/204, Acquisition Report (Checklist not required)

☐   ☐ **Contract for Deed Conversion**
Certified copy of executed HUD-1 identifying conversion amount and all closing costs, copy of the warranty deed, copy of the pay off statement from the seller.
Attach Form A203/204, Acquisition Report (Checklist not required)

Texas Department of Housing and Community Affairs reserves the right to request additional documentation as deemed necessary.

(Site Specific Environmental Clearance, application, income and program eligibility records to be maintained by the County)

Date [＿＿＿＿]

County Representative Signature

For TDHCA Use Only

☐ Colonia SHC Contract Tracking Sheet current & updated
☐ Information entered on ORACLE

OCI Representative Signature: _____   Date: _____