

HTF Housing Preservation Initiative (HPI)

Application Checklist

Applicant Name:		Year Built:		Date:	
Address:					

Tier 1 ☐ < \$30,000

Tier 2 ☐ \$75,000 Max

1. Beneficiary Eligibility (TAB 1)

☐	HTF -1 Housing Preservation Initiative Application
☐	HTF-1A Beneficiary Certification
☐	HTF-3A Household Income and Asset Verification – Third party source documentation of household income and assets for all household members 18 years of age and older (3 months of paystubs, previous year tax return, current year benefits letter(s), child support documentation, 3 months of bank statements).
☐	HTF-3C Affidavit of zero income.
☐	HTF-3B Verification of employment.
☐	HTF-3D Declaration of Citizenship. <u>Legible</u> Copy of State issued ID for each household member of the age of 18.
☐	HTF-1B HTF Hazardous Materials Affidavit.
☐	HTF-1C HTF Hold Harmless Agreement.

2. Preliminary Property Eligibility (TAB 2)

☐	Documentation of year built.
☐	Sponsor's EPA RRP certification (if applicable).
☐	Copy of Deed.
☐	Current Mortgage Statement or Acceptable Documentation that Mortgage is Current (If Applicable)
☐	Copy of homeowner's insurance policy and any claims filed.
☐	Most recent property tax receipt.
☐	Documentation of tax assessed property value from the county.
☐	Color pictures of the home from Sponsor's walk-through inspection of the property (must include all sides of the exterior of the home and all rooms of the interior of the home, attic & crawl space).
☐	FEMA Declaration letter, if applicable.
☐	HTF-2A Home Repair Inspection Request Form - to request Property Assessment Inspection.

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3. Property Assessment/Inspections (TAB 3)

☐	HTF-2A – Home Inspection Request Form to request the Scope of Work Inspection
☐	Copies of all test results conducted to detect the presence of asbestos, lead-based paint, radon, and/or mold.
☐	Copies of all quotes received for the remediation of asbestos, lead-based paint, radon, and/or mold.
☐	Private Home Inspection Report – for repairs in excess of \$30,000 (Tier 2)

4. Scope of Work/Contractor Credentials (Tab 4)

☐	HTF-2B B Work Write Up Form(s) – provide a separate HTF-2B for each contract.
☐	Documentation of the credentials for all contractors AND subcontractors to be performing work on the project, including contractors hired to remediate hazardous materials such as asbestos, lead-based paint, radon, and/or mold (include: licenses, certifications, insurance certificates, screen shot of LLR's website, for Lead-based Paint Remediation Contractors).
☐	Detailed quotes for <u>ALL</u> proposed work, to include drawings for roofing, HVAC, plumbing, wells.

Pre-Renovation Testing Requirements			Pre-Renovation Requirements
Type of Testing	Testing Required	Results	Post-renovation Requirements Homeowner HTF-5D ☐
Lead			
Mold			
Radon			
Asbestos			