

TAB 1 – Step 1 Application Checklist

- 1. Housing Preservation Initiative Application**
- 2.HTF -1A - Beneficiary Certification**
- 3.HTF -3A - Income and Asset Verification Form**
- 4.Third Party Income Documentation**
- 5.HTF-3C - Affidavit of Zero Income**
- 6.HTF-3B - Verification of Employment Form**
- 7.HTF-3D - Declaration of Citizenship**
- 8.State Issued ID for each Household Member**
- 9.HTF-1B - Hazardous Materials Affidavit**
- 10. HTF-1C - Hold Harmless Agreement**

TAB 2

- 1. Deed**
- 2. Documentation of year Built**
- 3. Sponsor's RRP Certification (if applicable)**
- 4. Mortgage Statement (if applicable)**
- 5. Insurance Policy**
- 6. Tax receipt**
- 7. Documentation of tax Assessed Property Value
from the County**
- 8. Color Photos**
- 9. HTF-2A - Home Repair Inspection Request
Form**

TAB 3 – Step 2

- 1.Site Suitability**
- 2.HTF-2A - Home Repair Inspection Request Form**
- 3.Home Inspector Contact Information (if Tier 2)**
- 4.Home Inspection Report (provided directly to SC Housing by Home Inspector if Tier 2)**
- 5.HTF-2E - Provided to SC Housing by the Home Inspector if Tier 2)**
- 6.Home Inspector Credentials**
- 7.HTF-5A (if applicable) receipt of EPA's Small Entity Compliance Guide to renovate Right.**
- 8.HTF-5B (if applicable) receipt of Pre-Renovation Hazardous Materials test results**
- 9.HTF-5C (if applicable) Receipt of EPA's "The Lead-Safe Certified to Renovate Right."**

TAB 4 – Step 3

1.HTF-2B - Work Write Up Form(s)

2.Contractor Credentials

3.Financial Commitments

4.Copies of all environmental tests, reports, and quotes.

TAB 5 – Step 4

- 1.Executed Agreement for residential Repair Services**
- 2.Executed Funding Agreement**
- 3.Executed Land Use Restrictive Agreement (LURA) – if applicable**
- 4.Building Permits**
- 5.HTF-2G - Notice to Proceed**
- 6.Contract and Subcontractor Credentials**

TAB 6

- 1.HTF-2E – Change Order Request (If applicable)**
- 2.HTF-2G - Notice to Proceed**
- 3.Post Remediation reports (if applicable)**
- 4.HTF-5D - Receipt of Post-renovation Hazardous
Materials Results**