

## HTF Housing Preservation Initiative (HPI)

### Application Checklist

<b>Applicant Name:</b>		<b>Year Built:</b>		<b>Date:</b>	
<b>Address:</b>					

Tier 1  < \$30,000

Tier 2  \$75,000 Max

#### 1. Beneficiary Eligibility (TAB 1)

<input type="checkbox"/>	<b>HTF-1A</b> Beneficiary Certification
<input type="checkbox"/>	<b>HTF-3A Household Income and Asset Verification</b> – 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).
<input type="checkbox"/>	<b>HTF-3C</b> Affidavit of zero income.
<input type="checkbox"/>	<b>HTF-3B</b> Verification of employment.
<input type="checkbox"/>	<b>HTF-3D</b> Declaration of Citizenship. <u>Legible</u> Copy of State issued ID for each household member of the age of 18.
<input type="checkbox"/>	<b>HTF-1B</b> HTF Hazardous Materials Affidavit.
<input type="checkbox"/>	<b>HTF-1C</b> HTF Hold Harmless Agreement.
<input type="checkbox"/>	
<input type="checkbox"/>	

#### 2. Preliminary Property Eligibility (TAB 2)

<input type="checkbox"/>	Documentation of year built.
<input type="checkbox"/>	Sponsor’s EPA RRP certification (if applicable).
<input type="checkbox"/>	Copy of Deed.
<input type="checkbox"/>	Current Mortgage Statement.
<input type="checkbox"/>	Copy of homeowners insurance policy and any claims filed.
<input type="checkbox"/>	Most recent property tax receipt.
<input type="checkbox"/>	Documentation of tax assessed property value from the county.
<input type="checkbox"/>	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).
<input type="checkbox"/>	FEMA Declaration letter, if applicable.
<input type="checkbox"/>	HTF-2A Home Repair Inspection Request Form - to request Property Assessment Inspection.

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#### 3. Scope of Work (TAB 3)

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

#### 4. Scope of Work (Tab 4)

<input type="checkbox"/>	<b>HTF-2B B Work Write Up Form(s)</b> – provide a separate <b>HTF-2B</b> for each contract.
<input type="checkbox"/>	<b>HTF-5A Receipt of the EPA’s Small entity Compliance Guide to Renovate Right (if applicable).</b>
<input type="checkbox"/>	<b>HTF-5B Receipt of the Pre-Renovation Hazardous Material Test results (If applicable).</b>
<input type="checkbox"/>	<b>HTF-5C Receipt of the EPA’s The Lead-Safe Certified Guide to Renovate Right (if applicable).</b>
<input type="checkbox"/>	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).
<input type="checkbox"/>	Detailed quotes for <u>ALL</u> proposed work, to include drawings for roofing, HVAC, plumbing, wells.

#### 5. Financial Commitments (Tab 5)

<input type="checkbox"/>	Financial Commitments for <u>ALL</u> additional funding sources needed to complete the project.
<input type="checkbox"/>	Executed <b>Agreement(s) for Residential Repair Services.</b>
<input type="checkbox"/>	Executed <b>Funding Agreement</b>
<input type="checkbox"/>	Executed <b>Land Use Restrictive Agreement (LURA)</b>
<input type="checkbox"/>	All Building Permits with Receipts.
<input type="checkbox"/>	Executed <b>HTF-2G – Notice to Proceed</b> will be issued once all of the above documents are received by SCHousing.

#### 6. Change Order and Post Renovation Requirements (Tab 6)

<input type="checkbox"/>	Post remediation reports (if applicable).
<input type="checkbox"/>	<b>HTF-5D Receipt of Post-renovation Hazardous Materials Test Results.</b>
<input type="checkbox"/>	

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Pre-Renovation Testing Requirements			Pre-Renovation Requirements
Type of Testing	Testing Required	Results	<b>Please Check if Applicable</b>
Lead			Homeowner HTF-5C <input type="checkbox"/> HTF-5C <input type="checkbox"/> Contractor HTF-5A <input type="checkbox"/>
Mold			<b>Post-renovation Requirements</b>
Radon			Homeowner HTF-5D <input type="checkbox"/>
Asbestos			Test Kit Documentation <input type="checkbox"/> Recordkeeping Checklist <input type="checkbox"/>