

NSP HOMEBUYER PROGRAMS

Property File Checklist

Project Address: _____

ITEMS IN PROPERTY FILE	IN FILE	DATE	N/A	NOTES
Developer Documentation (if applicable)				
1) Developer application				
2) NSP Developer Agreement				
Property/Acquisition				
3) NSP eligible target area documentation				
4) Environmental review record/clearance				
5) Purchase contract				
6) Appraisal (within 60 days of final offer)				
7) Documentation if property is: a) foreclosed b) abandoned c) vacant d) residential				
8) Guideform Notice Disclosure to Seller w/ Voluntary, Arm's Length Purchase Offer				
9) Tenant relocation notices/documents (if applicable)				
10) Final Closing/settlement statement				
11) Property standards inspection				
12) Risk assessment (if pre-1978)				
Construction/Rehabilitation (if applicable)				
13) Work write up and cost estimate				
14) Contractor bid documents				
15) Contractor eligibility (debarment check)				
16) Procurement review documents				
17) Construction/rehabilitation contract				
18) Pre-construction conference report				
19) Notice to proceed				
20) Progress payment documentation				
21) Change orders (if applicable)				
22) LBP clearance report (if applicable)				
23) Abatement report (if applicable)				
24) Final inspection report				
25) Final invoice from contractor				
26) Waiver of liens from general contractor, subcontractors, and suppliers				
27) Warranties (if applicable)				
28) Receipt of final payment form				

ITEMS IN PROPERTY FILE	IN FILE	DATE	N/A	NOTES
Homebuyer				
29) Program application - homebuyer				
30) Income certification & verification				
31) Buyer counseling training certificate				
32) Purchase contract (NSP price compliance)				
33) Signed written agreement with resale or recapture provisions				
34) Lead-Based Paint disclosures (if appl.)				
35) Buyer underwriting				
36) Recorded legal documents with affordability requirements				
37) Flood Insurance Certificate (if appl.)				
Project Financial Records				
38) Itemization Sheet				
39) Cost eligibility/reasonableness review				
40) Project Completion Form				