

Buyer Name: _____

Project ID: _____

Reviewer: _____

Date: _____

QUESTIONS	ANSWER		NOTES
	Y	N	
A. PROJECT DOCUMENTATION			
<i>Review the materials in the project file using the documentation checklist (5-B).</i>			
1. Does the file contain completed and executed copies of the documents listed in the Documentation Checklist? [Attach completed checklist.]			
B. PARTICIPANT ELIGIBILITY			
2. Did program staff properly establish the income eligibility of the applicant? a. Was the applicant's gross annual income properly calculated? b. Were household income sources adequately verified? c. Was the applicant's gross annual income below the applicable HOME program income limit?			
3. Do the loan documents specify that the buyer must use the property as a principal residence?			
4. Did program staff obtain acceptable evidence of ownership? ___ Fee simple title ___ 99 Year Lease ___ Ownership/membership in a condominium or co-operative? ___ Other, with HUD approval			
C. PROPERTY ELIGIBILITY			
5. Is the property type eligible?			
6. Is the property located in a program area designated in the PJ's Consolidated Plan (if applicable)?			
7. Did the HOME subsidy total at least \$1,000 per HOME-assisted unit?			
8. Was the sales price or, if applicable, the property value less than 95 percent of the area median? a. If rehabilitation, was the value of the property properly estimated? b. Did the estimate reflect the after-rehabilitation value of the property?			
9. Do the loan documents confirm that the HOME investment did not exceed the maximum as established by HUD?			

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10. Does the file contain documentation of the initial inspection which identified, at a minimum, code deficiencies and other items to be corrected?			
11. Does the PJ have records indicating that monthly reconciliations have been conducted? a. Relocation notice to seller (if applicable)? b. Relocation notice to tenant (if applicable)? c. Lead-Based Paint notice (if applicable)? d. Environmental review			
D. PROPERTY STANDARDS (if rehabilitation or construction was needed)			
12. Does the project file contain: a. Work write-up or specifications? b. Rehabilitation/construction contract? c. Documentation of final inspection?			
13. Based on the initial inspection, does the work write-up appear to bring the property up to local codes and standards?			
14. Are the work write-up and specifications clearly written and consistent with local codes and standards?			
15. Does a final inspection report show that all the work was completed?			
16. Were work write-up and inspections done by qualified staff or third party contractors?			
E. ELIGIBLE COSTS (If rehabilitation or construction was needed)			
17. Are all costs detailed in the cost estimate or in the rehabilitation/construction contract eligible? a. Are ineligible costs paid for from other appropriate sources?			
18. Was the cost estimate reviewed by a person other than the person performing the inspection?			
F. CONTRACTOR SELECTION (If rehabilitation or construction was needed)			
19. Does the project file include a Contractor Eligibility Verification Form?			
20. Was the proposal selected cost reasonable (e.g., within 10 percent of the cost estimate)?			
21. If the PJ selected the contractor, was the selection process competitive?			

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G. CONSTRUCTION MANAGEMENT (If rehabilitation or construction was needed)			
22. Did the PJ have progress inspections of the project performed prior to processing the contractor's requests for payment?			
23. Were change orders reviewed and approved by an authorized person?			
24. Was a certificate of final inspection issued?			
25. Did the contractor submit all necessary paperwork including: a. Final invoice? b. Waivers of liens releasing the project from lien action? c. Documentation of final inspection?			
H. LOAN PROCESSING			
26. Are recapture or resale provisions incorporated into the loan documents?			
27. Were the loan documents properly executed and recorded?			
28. Does the file include a written agreement with the appropriate HOME provisions?			

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