



## Office of Housing & Community Development NEIGHBORHOODS FIRST MASTER CHECKLIST

<b>Name</b>					
<b>Current Address:</b>					
<b>Property Address:</b>					
<b>Child Under 6 yrs.</b>		<b>HUD #</b>	Units:	Census Tract	Block Group
<b>Account Numbers:</b>					

HOME Mortgage	Amount	Rate	Terms
DP/CC			
Rehab			
Gap			
Lead Paint Reimb			

Documentation Checklist	
Neighborhoods First Application Materials	
Applicant received rehab service agreement	
Signed Affordable Housing Restriction Disclosure	
Underwriting	
Eligibility Analysis Completed	
Loan Review Committee Meeting	
Loan <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Preliminary Commitment Letter	
DPCC Commitment Letter	
Environmental	
Environmental Review Completed	

Lead Based Paint Evaluation	
Distribution of lead hazard information Pamphlet	
Lead paint inspection report [if applicable]	
Visual assessment conducted Results of assessment: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Distribution of Notice of Lead Hazard Evaluation [w/in 15 days of assessment]	
Relocation Assessment:	
Relocation needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relocation cost:	\$

Closing Checklist	
Homeowner's Insurance Policy	
Copy of bank commitment letter Bank: Attorney:	
Copy of the Good Faith Estimate	
Appraisal \$	
HUD Settlement Sheet	
Copy of Deed	

Financial & Closing	
Title Examination Received:	
Contractor Notified:	
Requested & received checks for closing: H/O Insurance naming City	
Closing Date: DPCC Rehab	
Final payment for completion:	

Comments:

---



---



---



---



---



---

<b>Rehabilitation</b>	
Application forwarded to Rehab Specialists	
Rehab Specialist Assigned:	
Initial Section 8 Inspection Comp	
Lead Paint Inspection Completed	
Lead Paint Risk Assessment Completed	
Lead Paint Worksheet Completed	
Comparable Units Form	
Preliminary Project Estimate Completed	
Review of Plans and Specification	
Provided Developer Federal Bid Requirements	
Bid Package Completed	
Photograph of Property Received – Before, During and After	
Pre Closing Site Visit	

	From	To
Bidding Period:		
Extension #1		
Extension #2		
<b>Bids Received:</b>		
[1]		\$
[2]		\$
[3]		\$
Contractor Selected: #		
Did Contractor Meet MBE/WBE Goals:		
If Not – is non availability form Completed:		
Contractor checked on debarred list:	Date:	
Pre-Construction Meeting	Date:	
Contract Executed	Date:	
Copy of Building Permit	Date:	
Signed Acceptance of Bid in File		

<b>Documentation Checklist</b>	
Field Reports in File	
Release of Liens Statement	
Final Pay Requisition/Contingency Closeout	
Certificate of Occupancy	
Lead Paint Dust Wipe Samples/ Clearance	
Lead Paint Certificate of Compliance	
Section 3 Final Report	
MBE/WBE Contract Activity Report - Final	
Final Pictures in File	