



Department of Planning, Housing & Community Development

CDBG HOUSING MASTER CHECKLIST

Applicant					
Co-Applicant					
Current Address:					
Property Address:					
Child Under 6 yrs.		HUD #	Units:	Census Tract	Block Group
Loan Amount	\$		Loan Term		
Account Numbers:					

Loan	Amount	Rate	Terms
CDBG Loan			
CDBG Grant			

Documentation Checklist	
Application	
Tenant Survey	
Income Verification – Pay stubs	
Employment Verification	
Copy of Deed	
Copy of H/O Insurance	
Copy of Mortgage Statement	
Copy of Pd. Tax/Water/Sewer Bill	
2 years tax returns/ 3 years if self empl.	
Copy of Bank Statements	
Credit Check	
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	
Historic 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: \$	

Financial & Closing	
Title Examination Received:	
Contractor Notified:	
Requested & received checks for closing:	
Closing Document Letter	
H/O Insurance Naming DPHCD	
Closing Date:	
Final payment for completion:	

Rehabilitation	
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 Comp: \$	
Photograph of Property Received – Before, During and After	
Work Write Up Completed	
Owner's Review & Acceptance of Work Write Up	
Bid Package Completed	
Pre Closing Site Visit	

Bidding Period:	From	To
Extension #1		
Extension #2		
Bids Received:		
[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		

Documentation Checklist	
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	