

**South Carolina State Housing Finance and Development Authority**  
**2017 HOME PLACED-IN-SERVICE Application Checklist**

**This Application Package Checklist must be submitted with the Placed-In-Service Application.**

**Project Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Please check off each category for which documents are submitted or mark as N/A.**

TAB	Document	Comments	Initial
1	Placed-In-Service Application	Including the M-35 Construction Costs Addendum to be completed by the Contractor at placed-in-service. All required signatures must be originals. Faxes will not be accepted.	
2	Placed-In-Service Application Checklist	Placed-In-Service Checklist. Sections must be separated by tabs.	
3	Final HOME Draw Request	Final HOME Draw Request M-15A Request For Payment and M-15F Draw Summary Form. Include all appropriate documentation to support payment request.	
4	Cost Information	SC Housing HOME Uses Summary Form M60- Documentation of all applicable expenditures must be included behind SC Housing HOME Uses Summary Form M60(Including Form M65-Vendor Expense Summary)	
		HTF Uses Summary Form M61- Documentation of all applicable expenditures must be included behind HTF Uses Summary Form M61(Including Form M65-Vendor Expense Summary)	
		Participating Jurisdiction HOME Uses Summary Form M62- Documentation of all applicable expenditures must be included behind Participating Jurisdiction HOME Uses Summary Form M62(Including Form M65-Vendor Expense Summary)	
		Permanent Financing Uses Summary Form M63- Documentation of all applicable expenditures must be included behind Permanent Financing Uses Summary Form M63(Including Form M65-Vendor Expense Summary)	
		Other Funding Uses Summary Form M64- Documentation of all applicable expenditures must be included behind Other Funding Uses Summary Form M64(Including Form M65-Vendor Expense Summary)	
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5	Rent Roll	Certified Rent Roll for both new construction and rehabilitation projects	
	Signed Leases	Copy of front page of signed lease for each tenant (if already leased)	
	Utility Allowance	Current applicable Utility Cost Estimate with circled amounts	
	HOME Rent Limits	Published HOME Rent limits with applicable rents circled	
	Energy Star Certification	Energy Star Certification from Home Energy Rater (if applicable)	
	Photos of Finished Projects	2 Photos of each unit: 1 exterior from street view & 1 showing street number on door/column and/or street number on mailbox. Must be color, but can be printed on plain paper.	
	Site Plan	Copy of Final Site Plan with HOME units identified/labeled.	
6	Permanent Financing Information	Permanent Loan Documents- Executed Documents detailing Terms of Permanent Financing	
		Other Commitments/Executed Funding Documents	
7	Completion Information	Certificate(s) of Occupancy - For both new construction and rehabilitation projects, the Authority requires that all units in all buildings be 100% complete and available for immediate occupancy	

If, upon the submission of the HOME Placed-in-Service Application, it is determined that the project is not substantially the same as the project described in the Initial HOME Application, the project will not receive the balance of the HOME funds awarded. It is expected that project to which HOME funds were awarded will be the same as the projects that are placing in service.