



- Activity Set-Up Form
- Inspection Request (submit at least 2 weeks prior to scheduled closing)
- Draw Request
- Applicable AIA Documents (G702, G703, Progress Report of Building Under Construction)
- Homebuyer Data Form
- Calculating Annual Income Form
- Signed Copy of First Mortgage
- Signed Copy of Settlement Statement
- Signed Copy of 2nd Mortgage (must include subsidy amount, principal residency requirement, affordability period, and either resale or recapture requirement.) ***Must be approved by your program coordinator prior to closing.**
- Appraisal ***If the unit appraises for more than the sale price, the equity subsidy must be included in the captured HOME subsidy amount.**
- 3rd Party Income Documentation (must be dated within 6 months of date the sales contract was signed.)
- Project Completion Report (submit after closing)
- Lead-Based Paint Applicability Form
- Lead-Based Paint Notice (if applicable)
- Certificate of Occupancy
- Environmental Clearance
- Davis Bacon Payroll Documentation (if applicable)
- Payment & Performance Bond/ Letter of Credit (if applicable)
- Copy of Sales Contract
- Copy of Housing Counseling Certificate

NOTE* All forms should be signed and dated.