

Housing Trust Fund Group Home Checklist

Sponsor is required to submit one (1) original and one (1) copy of the following information for processing:

Tab #	Required Information	SPONSOR Check-off	
1	Group Home Application		
2	(a) Plans & Specifications OR Work Write-up (Form HTF-2B)	(a)	(b)
	(b) Color Photographs of Structure (<i>front & back; if applicable</i>)		
	(c) Copy of Contractor's License and General Liability & Worker's Compensation Insurance Certificates	(c)	(d)
	(d) Screen shot of LLR website showing the Contractor has a Surety Bond or Financials on File with LLR.		
	(e) Copy of Sub-contractor(s) License(s) and General Liability & Workers' Compensation Insurance Certificate(s)	(e)	(f)
	(f) Screen shot of LLR website showing the Sub-Contractor(s) Has a Surety Bond or Financials on File with LLR.		
3	(a) Copy of Deed, Contract or Option	(a)	(b)
	(b) Appraisal		
	(c) Evidence of Appropriate Zoning	(c)	(d)
	(d) Evidence of Utilities available at the Site (<i>water, sewer, electric and gas</i>)		
4	(a) Construction Commitment Letter(s)	(a)	(b)
	(b) Commitment for on-going, long term funding for operations		

Tab 1

Group Home Application

Tab 2

**Plans & Specifications OR Work Write-up
(Form HTF-2B)**

**Color Photographs of Structure
(*front & back*)**

**Contractor's License, and General Liability &
Workers' Compensation Insurance
Certificates**

**Screen shot from LLR website showing the
Contractor has a Surety Bond or Financials
on file with LLR.**

**Sub-Contractor(s) License(s) and General
Liability & Workers' Compensation
Insurance Certificate(s)**

**Screen shot from LLR website showing the
Sub-Contractor(s) has a Surety Bond or
Financials on file with LLR.**

Tab 3

Copy of Deed, Contract or Option
(must include most recent legal description)

Appraisal

Evidence of Zoning

Evidence of Utilities
(water, sewer, electric and gas)

Tab 4

Construction Commitment Letter(s)

**Commitment for on-going, long term funding
for operations**