

Housing Trust Fund Home Repair Activity 2020 Property Repair Application Checklist

TAB #	ITEM DESCRIPTION	SPONSOR INITIALS	
1	(a) Beneficiary Application	(a)	(b)
	(b) Beneficiary Certification (Form HTF-1A)		
	(c) Household Income and Asset Verification (Form HTF-3A)	(c)	(d)
	(d) Income Documentation – <i>(paystubs, tax returns, benefits, child support, bank statements, etc.)</i>	(e)	
	(e) Affidavit of Zero Income (Form HTF-3C) <i>(if applicable)</i>		
2	(a) Declaration of Citizenship Status (Form HTF-3D)	(a)	(b)
	(b) Copy of Deed		
	(c) Copy of Mortgage Statement <i>(if applicable)</i>	(c)	(d)
	(d) Documentation of Homeowner’s Insurance Coverage		
	(e) Copy of Paid Property Tax Receipt for most recent year	(e)	(f)
	(f) Copy of Declaration Letter from FEMA		
3	(a) Completed Request for Initial Inspection (Form HTF-2A)	(a)	(b)
	(b) Work Write-Up (Form HTF-2B)		
	(c) <u>Color</u> Photographs of Structure		
	(d) Copy of Contractor’s License and General Liability & Workers’ Compensation Insurance Certificates	(c)	(d)
	(e) Screen shot of LLR website showing the contractor has a Surety bond or Financials on file with LLR.	(e)	(f)
	(f) Copy of Sub-Contractor(s) License and General Liability & Workers’ Compensation Insurance Certificates		
	(g) Screen shot of LLR website showing the Sub-Contractor(s) has a Surety Bond for Financials on File with LLR	(g)	
4	Commitment Letter(s) for other Financing <i>(if applicable)</i>		

Tab 1

Beneficiary Application

Participation Certification

**Household Income and Asset Verification
(Form HTF-3A)**

Income Documentation

**Copy of Checking/Savings Account
Statements**

Affidavit of Zero Income *(if applicable)*
(Form HTF-3C)

Tab 2

**Declaration of Citizenship Status
(Form-HTF-3D)**

Copy of Deed

Copy of Mortgage Statement *(if applicable)*

**Documentation of Homeowner's
Insurance Coverage *(if applicable)***

**Copy of Paid Property Tax Receipt for
most recent year**

Tab 3

**Completed Request for Initial Inspection
(Form HTF-2A)**

**Work Write-Up
(Form HTF-2B)**

Color Photographs of Structure

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

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

**Sub-contractor's License, Workers'
Compensation and General Liability
Insurance Certificates *(if applicable)***

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

Tab 4

Commitment Letter(s) for other Financing
(if applicable)