

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 <i>(if applicable)</i> (Form HTF-3C)		
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)	
3	(a) Completed Request for Initial Inspection (Form HTF-2A)	(a)	(b)
	(b) Site Map & Directions to the Site from SC Housing		
	(c) Work Write-Up (Form HTF-2B)	(c)	(d)
	(d) <u>Color</u> Photographs of Structure		
	(e) Copy of Contractor License and General Liability & Worker's Compensation Insurance Policy	(e)	(f)
	(f) Copy of Surety Bond on File with LLR		
	(g) Copy of Sub-Contractor(s) License and General Liability & Worker’s Compensation Insurance Policy	(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 Bank
Statement**

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

Tab 2

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

Copy of Deed

Copy of Mortgage Statement *(if applicable)*

**Documentation of Homeowner's
Insurance Coverage**

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

Tab 3

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

**Site Map & Directions to the Site from SC
Housing**

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

Color Photographs of Structure

**Contractor License and Insurance &
Worker's Compensation Insurance Policy**

Copy of Surety Bond on File with LLR

**Sub-contractor(s) License and General
Liability & Worker's Compensation
Insurance Policy *(if applicable)***

Tab 4

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