

Housing Trust Fund

2022-23 Home Repair Application Checklist

	TAB #	ITEM DESCRIPTION	SPONSOR INITIALS	
Initial Application	1	(a) Initial Home Repair Application	(a)	(b)
		(b) (HTF-1A) Beneficiary Certification		
		(c) (HTF-3A) Household Income and Asset Verification	(c)	(d)
		(d) Third Party Source Documentation of Household Income and Assets for all household members 18 years of age and older – (3 months of paystubs, previous year tax return, current year benefits letter, child support, 3 months of bank statements, etc.)	(e)	
		(e) (HTF-3C) Affidavit of Zero Income, if applicable	(f)	(g)
		(f) (HTF- 3B) Verification of Employment, if applicable		
		(g) (HTF-3D) Declaration of Citizenship Status	(h)	(i)
		(h) (HTF-1B) HTF Hazardous Materials Affidavit		
		(i) Copy of government issued ID for each household member over the age of 18		
	2	(a) Documentation of Year Built	(a)	(b)
		(b) Copy of Deed – must be executed and recorded		
		(c) Copy of current Mortgage Statement, if applicable	(c)	(d)
		(d) Copy of Homeowner’s Insurance Policy and any filed claims, if applicable		
		(e) Property Tax Receipt for most recent tax year	(e)	(f)
	(f) Documentation of Tax Assessed Property Value from County			
	(g) FEMA Declaration Letter, if applicable			
	(h) Color photos of the home from Sponsor’s Walk-Through Inspection of the property – must capture all sides of the exterior of home and all rooms of the interior of the home.	(g)	(h)	

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Full Application	3	(a) (HTF-2A) Home Repair Inspection Request Form to request the Preliminary Scope of Work Inspection	(a)	(b)
		(b) Photographs as per Appendix B , Section VI., A		
		(c) (HTF -2E) SC Housing Essential Property Standards Checklist Must be completed by a home inspector or license residential builder	(c)	(d)
		(d) (e) Credentials of the home inspector or licensed residential builder	(e)	
	4	(a) Full Home Repair Application	(a)	(b)
		(b) (HTF-2A) Home Repair Inspection Request Form to request the Scope of Work Inspection		
		(c) Copies of all test results conducted to detect the presence of asbestos, lead-based paint, radon, and/or mold.	(c)	(d)
		(d) Copies of all quotes received for the remediation of asbestos, lead-based paint, radon, and/or mold.		
		(e) (HTF-2B) Work Write-Up Form(s) – provide a separate HTF-2B for each contract.	(e)	(f)
		(f) Documentation of the credentials for all contractors AND subcontractors to be performing work on the project, including contractors hired to remediate hazardous materials such as asbestos, lead-based paint, radon and/or mold. <ul style="list-style-type: none"> • Licenses • Certifications • Insurance Certificates (hazard/liability, workers’ compensation) • Screen shot of LLR’s website showing contractor has Surety Bond or Financials on file with LLR. • For Lead-Based Paint Remediation contractors, signed (HTF-5A) Receipt of the EPA’s Small Entity Compliance Guide 		
	5	(a) (HTF – 5B) Receipt of the Pre-Renovation Hazardous Material Test Results signed by the homeowner, if applicable.	(a)	(b)
		(b) (HTF – 5C) Receipt of the EPA’s Safe Guide to Renovate Right signed by the homeowner, if applicable.		
6	(a) Financial Commitments from <u>ALL</u> additional funding sources needed to complete the project.	(a)		

Tab 1

Beneficiary Eligibility

Tab 2

Preliminary Property Eligibility

Tab 3

Preliminary Scope of Work Inspection

Tab 4

Full Home Repair Application, Scope of Work Inspection & Contractor Credentials

Tab 5

Hazardous Material Notifications

Tab 6

Financial Commitments