

Housing Trust Fund

Critical Home Repair Application Checklist

For Properties Built on or After January 1, 1978

TAB #	ITEM DESCRIPTION	SPONSOR INITIALS	
1 Beneficiary Eligibility	(a) Critical Home Repair Application	(a)	(b)
	(b) (HTF-1A) Beneficiary Certification		
	(c) (HTF-3A) Household Income and Asset Verification	(c)	(d)
	(d) <u>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.)</u>	(e)	(f)
	(e) (HTF-3C) Affidavit of Zero Income, if applicable		
	(f) (HTF- 3B) Verification of Employment, if applicable	(g)	(h)
	(g) (HTF-3D) Declaration of Citizenship Status	(i)	
	(h) (HTF-1C) HTF Hold Harmless Agreement		
	(i) Copy of government issued ID for each household member over the age of 18		
2 Preliminary Property Eligibility	(a) Documentation of Year Built	(a)	(b)
	(b) Copy of Deed – must be executed and recorded		
	(c) For mobile homes, copy of title or sales contract	(c)	(d)
	(d) Copy of current Mortgage Statement, <i>if applicable</i>		
	(e) Copy of Homeowner’s Insurance Policy and any filed claims, <i>if applicable</i>	(e)	(f)
	(f) Property Tax Receipt for most recent tax year		
	(g) Documentation of Tax Assessed Property Value from County		
	(h) FEMA Declaration Letter, <i>if applicable</i>	(g)	(h)
	(i) Color photos per Appendix A Section VII., A of the home and property from the Sponsor’s Walk-Through Inspection		(i)

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3 Scope of Work & Inspection Request	<p>(a) (HTF-2) Critical Home Repair Inspection Request Form to request the Scope of Work Inspection</p>	(a)	(b)
	<p>(b) Contractors photographs of all proposed or planned repairs as per Appendix A, Section VII, B</p>	(c)	(d)
	<p>(c) Copies of detailed quotes for Septic Systems and or Water Wells and drawings for Roof and or HVAC replacements.</p> <p>(d) (HTF-2B) Short Form Work Write-Up Form(s) – provide a separate HTF-2B Short Form for each contractor.</p> <p>(e) Documentation of the credentials for each contractor to be performing work on the project:</p> <ul style="list-style-type: none"> • Licenses • Certifications • Insurance Certificates (general liability, workers’ compensation) • Screen shot of LLR’s website showing the contractor has Surety Bond or Financials on file with LLR. 	(e)	
4 Financial Commitments	<p>(a) Financial Commitments from ALL additional funding sources needed to complete the project, if applicable.</p>	(a)	

Tab 1

Beneficiary Eligibility

Tab 2

Preliminary Property Eligibility

Tab 3

Scope of Work & Inspection Request

Tab 4

Financial Commitments (if applicable)