

# Housing Trust Fund

## Critical Home Repair Application Checklist

For Properties Built before January 1, 1978

TAB #	ITEM DESCRIPTION	SPONSOR INITIALS	
1 Beneficiary Eligibility	(a) <b>Critical Home Repair Application</b>	(a)	(b)
	(b) <b>(HTF-1A) Beneficiary Certification</b>		
	(c) <b>(HTF-3A) Household Income and Asset Verification</b>	(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) <b>(HTF-3C) Affidavit of Zero Income, if applicable</b>		
	(f) <b>(HTF- 3B) Verification of Employment, if applicable</b>	(g)	(h)
	(g) <b>(HTF-3D) Declaration of Citizenship Status</b>	(i)	(j)
	(h) <b>(HTF-1B) Hazardous Materials Affidavit</b>		
	(i) <b>(HTF-1C) Hold Harmless Agreement</b>		
	(j) 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) Copy of current Mortgage Statement, <i>if applicable</i>	(c)	(d)
	(d) Copy of Homeowner’s Insurance Policy and any filed claims, <i>if applicable</i>		
	(e) Property Tax Receipt for most recent tax year	(e)	(f)
	(f) Documentation of Tax Assessed Property Value from County		
	(g) FEMA Declaration Letter, <i>if applicable</i>	(g)	(h)
	(h) Color photos per <b>Appendix A Section VII., A</b> of the home and property from the Sponsor’s Walk-Through Inspection	(i)	
	(i) Sponsor’s EPA RRP Certification – <i>only applicable if painted surfaces are to be disturbed</i>		

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3 Scope of Work and Inspection Request	(a) <b>(HTF-2) Critical Home Repair Inspection Request Form</b> to request the <b>Scope of Work Inspection</b>	(a)	(b)
	(b) Contractors photographs of all proposed or planned repairs as per <b>Appendix A, Section VII, B</b>	(c)	(d)
	(c) If applicable, copies of detailed quotes for Septic Systems, Water Wells, drawings for Roof and/or HVAC replacements, quotes received for remediation of LBP.		
	(d) <b>(HTF-2B) Short Form Work Write-Up Form(s)</b> – provide a separate <b>HTF-2B</b> Short Form for each contractor. <i>(If painted surfaces are to be disturbed Contractors must be EPA RRP Certified to perform swab testing and if lead is present, to perform renovations)</i>	(e)	
	(e) Documentation of the credentials for each contractor performing work on the project, including contractors hired to test for and/or remediate Lead-Based Paint. <ul style="list-style-type: none"> <li>• Licenses</li> <li>• Certifications</li> <li>• Insurance Certificates (general liability, workers’ compensation)</li> <li>• Screen shot of LLR’s website showing the contractor has Surety Bond or Financials on file with LLR.</li> <li>• If painted surfaces will be disturbed, copy of the contractor’s EPA RRP Renovator Certification</li> </ul>		

4 LBP Notification Requirements	<p>(a) <b>(HTF - 5B) Receipt of the Pre-Renovation Hazardous Material Test Results</b> signed by the homeowner, if applicable.</p> <p>(b) <b>(HTF - 5C) Receipt of the EPA's Safe Guide to Renovate Right</b> signed by the homeowner, if applicable.</p> <p>(c) <b>(HTF - 5A) Receipt of the EPA's Small Entity Compliance Guide</b> signed by the contractor, if applicable.</p>	(a)	(b)
		(c)	
5 Financial Commitments	<p>(a) Financial Commitments from <u>ALL</u> additional funding sources needed to complete the project.</p>	(a)	

# **Tab 1**

## **Beneficiary Eligibility**

# **Tab 2**

## **Preliminary Property Eligibility**

# **Tab 3**

## **Scope of Work & Inspection Request**

# Tab 4

**Lead-Based Paint Notification Requirements (if applicable)**

# **Tab 5**

## **Financial Commitments**