

AFFORDABLE HOUSING TRUST FUND

HOMEBUYER COMPLIANCE CHECKLIST

This checklist is to help you better prepare for the up coming compliance monitoring visit. The monitoring visit will include, but is not limited to, a review of the following documents of the assisted families files and general project information.

APPLICATION PROCESS

- Initial family application
- Authorization to Release form
- Income verification forms for all household members. Income verification should be dated to ensure family is eligible at the time of assistance.

ADDITIONAL DOCUMENTATION REVIEWED

- Purchase Contract or agreement with homeowner
- Work Write-up (plans & specs)
- Cost Estimate
- Proof of Flood Insurance (if applicable)
- Documentation of Match/Leverage, & Sweat Equity
- Homeowner approval of work
- Proof of Ownership (deed)
- Proof of Insurance
- Draw Request & Invoices

REQUIRED SECURITY DOCUMENTATION

- Deed restriction on all new construction & acquisition

MOST COMMON FINDINGS

1. Inconsistent means of supporting income
2. Lack of initial application
3. Wrong AMI in Deed Restriction
4. Supporting documentation of match maintained for project, not each unit
5. Lack of proof of ownership