

AMHA HCVP File Checklist		
Client Name:		
Property Address:		
Today's Date:		
Activity	Completion Date	Initials
<p>1) INITIAL CLIENT REVIEW: Complete Review Check List & Comment Log. Verify eligible to move. Mail HFM/FSS flyer, Cnslg schedule and Releases (AMHA, Publicity, Cr Rpt). Print Tenmast screens. Check HQS Pass/Fail History on current rental. Verify Summit Cnty website for any property owned. Print 50058. Email Legal for client standing with PHA & check HCVP most curren Restitution Agreement list.</p>		
<p>2) COUNSELING: Email cnslg agency for FM/HB referral & credit consult. Upon completion: Request Cnslg Action Plan and Certificate of Completion. Verify mortgage readiness. Verify Lender and mortgage program to be used.</p>		
<p>3) LENDER APPROVAL: Obtain from lender: Loan officer name/phone, GFE, TIL, 1003, Pre-Approval Letter & any conditions. Do a Pre-Lim Mtg Calculation Worksheet based on PITI & new UT sheet; verify that PITI is not more than 35% of Adj Gross Inc from 50058. Verify client has 1% of own funds (e.g. earnest, hazard ins, aprs, home insp).</p>		
<p>4) DOWNPAYMENT ASSISTANCE: Verify downpayment assistance and source (e.g. ADDI, OHFA, United Way). For ADDI prepare for City Loan Committee; Prepare ADDI Promisory Note & Mortgage. For United Way fill out "United Way" form in RSS shared drive under Self-Suff.</p>		

<p>5) PROPERTY: Realtor/Client to receive: HQS check-lists, Partner Guidelines & HFM flyer. Sales Agmt must document: Seller pd CC, Home inspection request, Lead Paint Discl & Property Discl. Order HQS & fill out a new UT Sheet. Client orders Home Insp after HQS PASS. Examine Home Insp for any major repairs.</p>		
<p>6) HOMEOWNERSHIP VOUCHER: Send Data Packet to client: (COFS, HUD Release, 9886 Privacy Act, Non-Waiver, Auto-Deposit/W-9); client to send back with 3-consec paystubs, last bank stmt if needed & voided check). Double check eligibility to move. Verify voucher # has been keyed as #10 Cert. Cert keys Homeownership Voucher & prepares Verifications to be sent out. Voucher = VHME. Prepare 30-day notice (client give to LL 30 days before move out). Liz Kaisk to key Signed Auto-Deposit/W-9 forms w/voided check & yellow copies of 503 Move-Out PRIOR to Contract Leasing Supvr keying a #7. <u>Only have #7 keyed within 30 days of the Move-Out date.</u></p>		
<p>7) CLOSING: REQUEST COPY OF HUD I PRIOR TO CLOSING. Prepare the following forms: Final Mtg Calc Worksheet, Stmt of H/O Obligations, HUD 52649 & Purple Sheet. Obtain Title Co name, Clsg agent & phone. Need complete executed closing pkg including: HUD I, Note/Mtg, closing docs, home ins info, 1st pymt ltr. Title Co should courier over pkg after filing.</p>		

<p>8) Contract & Leasing (Pull HCVP File): Key #7 and bring family's income current. For the initial homeownership assistance payment, the timely report for increase in income procedure does not apply, as the HCVP and lender income calculated must be considered.</p> <p>Only Key #7 Change with Supervisor (Move-In/Move-Out) within 30 days of Move-Out date. Changes prior to 30 days of the Move-Out date may cause HAP to be sent to Homeowner instead of LL. Fill out <u>HFM Audit for HCVP File sheet.</u></p> <p>Supervisor to key on Homeownership data utilizing info from <u>HFM Audit For HCVP File Sheet</u></p>	
<p>9) 503 Forms: Contract Leasing Supervisor to process Move-In forms: 1) Move-In/Change of Unit.</p> <p>Voucher # must be switched to a "Regular" Voucher to complete contract amounts then switch back to "Homeownership" Voucher. Client will receive a paper check for 1st pymt only. Instruct Cert Spec NOT to key anything until AFTER the MOVE-IN date. Note in Tenmast "light bulb" & notes to Please contact "Home For Me" prior to changing a Homeowner's Payment Standard. Payment Standard for Homeowners should never fall below the initial Payment Standard at commencement of Homeownership!</p>	
<p>10) HCVP FILE: Tack down docs in the order listed on the HFM Audit For HCVP File sheet. Place Blue Homeownership Sticker on front & Blue Minimum P.S. sheet on top of comment sheet. Fill out TENANT FILE REVIEW CHECK LIST.</p>	

HOMEOWNERSHIP INSPECTION

Today's Date _____

GENERAL INFORMATION

PARTICIPANT NAME: _____

UNIT

ADDRESS: _____

CITY: _____

ZIP: _____

CHILDREN UNDER (6): _____

BEDROOMS _____

BATHROOMS _____

INSPECTION CONTACT INFORMATION

NAME: _____

PHONE: _____

DATE UNIT AVAILABLE FOR INSPECTION _____

NOTES: _____

INSPECTION INFO:

DATE: _____ TIME: _____ INSPECTOR _____ DATE & TIME CALLED & RESULT _____

COMMENTS/INSTRUCTIONS: _____

INSPECTION RESULT DATES

PASS: _____ FAIL: _____ INC.: _____ R/S OR NO SHOW _____

E-MAIL TRENT GILL WITH INSPECTION DATE & TIME