

**Georgia Department of Community Affairs
Community HOME Investment Program**

CHIP REHABILITATION DOCUMENTS CHECKLIST

APPLICANT:		DATE COMPLETED
APPLICANT INFORMATION		
Application (with household characteristics, signed and dated)		
General Release Statement (signed)		
Lead Based Paint Brochure Receipt Form (sign and give copy)		
Certification of Income and Principal Residence (signed)		
Certification of Conflict of Interest (signed)		
Credit Report		
Social Security Verification Request Form (sent)		
Paperwork for Verification of Income (received)		
Home Income Calculation Worksheet & Income Limits		
Home Loan Applicant Disclosure & Estimate of Closing Costs (within 3 days of application date):		
Declaration of Citizenship Status		
Application sent to Bank		
Application sent to Rehab Advisor		
PROPERTY INFORMATION		
Proof of Ownership (Deed, Title Opinion, etc.)		
Proof of Home Insurance Policy		
City Made Beneficiary on Policy (Loss Payee)		
Tax Record Card		
Lawyer's Preliminary Title Opinion		
Proof of Paid Property Tax (see Title Opinion)		
After Rehab Appraisal		
Historic Preservation Clearance		
PICTURES & INFORMATION		
Georgia Security and Immigration Compliance Act of 2006 Form		
Preliminary Inspection of Property Form		
Summary Notice of Lead-Based Paint Risk Assessment		
Proof of Lead Renovator Certification		
Notice that Lead-Based Paint or Hazards Are Presumed to be Present		
Before Rehab Photos		
Work Write-up & Cost Estimate		
Invitation to Bid Advertisement		
Pre-bid Site Review with Contractors		
Bids Opened & Abstract of Bids (signed)		
Bid Award		
Owner's Selection of Bidding Method and Contractor		
Negotiation Affidavit		
Post Rehab Price		
CONSTRUCTION CONTRACT		
Housing Rehabilitation Construction Contract (including Exhibits)		
Addendum to Rehabilitation Contract (combined w/Construction Contract)		
Notice to Proceed		
Requisition Sent to Purchasing		
Purchase Order		

APPLICANT:		DATE COMPLETED
CONTRACTOR PAYMENTS & INSPECTIONS		
Work Write-Up Addendum (Change Order)		
First Second Final		
Contractor's Invoice		
First Second Final		
Contractor's Invoice & Release of Liens & Warranty (dates)		
First Second Final		
Satisfaction Statements (Owner) (dates)		
First Second Final		
Inspection Reports (dates)		
First Second Final		
Copy of Partial Payments (checks) (dates)		
First Second Final		
Insulation Certificate		
Copy of Warranties		
Central Heat & Air Unit Pest Control Vinyl Siding		
Roof Range Hood Water Heater		
Release and Waiver of Claim for Subcontractor or Material Supplies		
Electrician Pest Control Heating & Air		
Roof Vinyl Siding Insulation Plumber		
Summary Notice of Completion Lead-Based Paint Hazard Reduction Activity		
Certificate of Final Inspection		
DEEDS & FINANCIAL INFORMATION		
Homeowner Project Finance Summary		
Homeowner Underwriting Worksheet		
Bank Loan Approval Letter		
Bank Loan Settlement Sheet		
Letter to Applicant Re: Acceptance or Rejection		
Federal Truth-in-Lending Disclosure Statement (City as Creditor)		
Deed to Secure Debt & Repayment Agreement (including Exhibits)		
Loan Agreement (including Exhibits)		
Real Estate Note (including Exhibits)		
Grant Agreement (including Exhibits)		
Notice of Right to Cancel		
DCA INFORMATION & PROJECT DELIVERY INVOICES		
Project Set-up Form (send to DCA)		
Project Set-up Approval from DCA (received)		
Environmental Clearance Form (send to DCA)		
Clearance of Prime Contractor Form (send to DCA)		
Approval of Prime Contractor from DCA (received)		
General Liability Insurance		
Drawdown to DCA		
First Second Final		
Project Completion Report (mail to DCA)		
Contractor Completion Report (mail to DCA)		
Closing & Disposition of Funds Statement		
Copy of Checks		