

Date: _____ Grantee: _____ Contract #: _____
Location: _____

Guidance for HOME Home-Buyer compliance

Activity Type: ___ Single Family New Construction ___ Single Family Acquisition Rehab
___ Down Payment Assistance ___ Other: _____

Buyer Name: _____

Address: _____

Form of assistance: _____

(i.e. grant, forgivable loan, deferred payments, below market rate loan etc.)

Current # of household members: _____ age /sex of minors: _____

Was the HOME student question asked? _____ Is there a dated application to state the above member information? Y or N

Is income full source documented for entire household and proof in file: Y or N \$ _____

*(Income verification must be no greater than 6 months from **date of Written Agreement between PJ and homebuyer.**)*

Proof of signed Written Agreement (PJ & homebuyer)? Y or N *(Written Agreement must not be signed before the ER is cleared)*

Proof of **recorded** Warranty Deed? Y or N BK _____, PG _____, Date _____

Does the file contain a project set-up and completion report? Y or N _____

Property purchase price by new owner \$ _____

After rehab appraised value \$ _____ Method used to determine value: _____

Is this price below the 203(b) limit? Y or N \$ _____

(The 203(b) limit is now known as the HOME Homeownership Values, a link can be found in Chapter 10 of HOME Imp. Man.)

Amount of assistance \$ _____ Is this amount =or < than the 221(d)3 limit? Y or N \$ _____

(The 221(d)3 limit is now known as the HOME Max Per Unit Subsidy Limits, a link can be found in Chapter 10 of HOME Imp. Man.)

Was Displacement and/or Relocation assistance required? Y or N *(Appraisal may state vac. if no structure or bldg. unoccupied)*

Lead Based Paint notification, if applicable: Y or N Year built: _____

Does the file contain OHFA signed required Environmental forms? Y or N _____

Date OHFA authorized funds to be released? *(The date OHFA signed the form)* _____

Proof of **recorded** OHFA Resale / OHFA Recapture agreement? Y or N BK _____, PG _____, Date _____

Mortgage information: Mortgage amount \$ _____, Interest _____%, Payment \$ _____ & Terms _____

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Is there proof of homeowner insurance? Does the grantee have a system in place to be notified if insurance is in default? Y or N _____

Did the buyer attend Housing Counseling (effective 8-1-21 must be conducted by a HUD approved certified Housing Counselor)? Y or N _____

Is there an underwriting policy that is reasonable to the homebuyer? _____

Please provide methodology used for the underwriting policy? Y or N _____

Down Payment Assistance Only – Property met applicable property standards:

Inspector _____ Date _____ State/Local Codes _____ or UPCS _____

For Homebuyer New Construction or Acq/Rehab Only:

Does the file contain the work write up and cost estimate information? Y or N _____

Work write-up estimate: \$ _____ Date _____

Was a pre-construction conference held? _____ Date _____

For rehab, was the scope of work clearly established? _____

Initial inspection: Inspector _____ Date _____

Does the file contain progress inspections prior to being complete? _____

Was a final inspection completed? Y or N Inspector _____ Date _____

Does the file contain the contractor names and bids received? Y or N *(OHFA wants to see process used to obtain bids)*

Is it clear who the selected contractor was and why? Y or N _____

Was the contractor debarred? Y or N Is proof in file? Y or N *(print screen to show nothing found and date)*

Is there an executed agreement between contractor and grantee &/or homebuyer? Y or N _____

Any change orders? _____ All parties approve & sign? Y or N _____

Did the home-owner approve the completed work? Y or N Date: _____

Final Lien Releases? _____

Contractor Warranty or Equipment Warranties? _____

Is there evidence of Equal Opportunity (attempts to utilize and hire MBE/WBE)? Y or N _____

Is Fair Housing information posted, furthered, and is there a process in place for complaints? *(OHFA will want to see AFHM plan submitted with HOME application)* _____ Who benefited from the program? *(This information must be submitted to OHFA Finance / Chevelle upon units being occupied).* _____

This list is guidance only and may not list every item requested to be viewed upon inspection.

Revised Aug, 2020