

HOME Pre-Written Agreement Checklist

To help us keep each HOME development moving forward smoothly — and to make sure we're working with the most accurate, up-to-date information — we've put together the following checklist. Because we allow flexibility during the application stage, some items naturally need to be updated once a development reaches the written agreement stage. The checklist below outlines the items that will need to be submitted prior to a written agreement being issued.

_____ **Updated Budget** – As items in the application budget are often estimates, please provide an updated budget which reflects any changes to land acquisition costs, hard costs, and soft costs.

_____ **Site Control** – Please provide a contract for sale, recorded deed, or copy of the county assessor page showing your entity as the owner or purchaser.

_____ **Zoning** – Please provide county assessor documentation showing the property's zoning, or a third-party letter (city or county) confirming the zoning. If the property is unincorporated and therefore not zoned, a third-party letter stating this is sufficient.

_____ **URA Seller Notice** – If land is being purchased for this development, please provide a completed URA Seller Notice. A copy of this notice is available at [Home Investment Partnerships Program - Oklahoma Housing Finance Agency](#) under the *Application Materials and Forms* tab.

_____ **Builder's Contract** – Please provide a copy of the builder's contract. This should include the draw schedule, construction cost, and any guarantees or amenities the builder will provide.

_____ **Updated Construction Timeline** – If the development's start date will be more than five months from the date of board approval, please provide an updated construction timeline.

_____ **Updated Preliminary Plans** – For new construction developments, please provide site plans and unit design plans for the units which will be constructed.