

LOAN FILE CHECK LIST

Section \_\_\_ of mortgage file

Owner Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Property Address \_\_\_\_\_

**Type of Loan (circle one)**      **HO Fixed**      **HO Deferred**      **RA**      **Mixed Use**

Date Verifications Rec'd

Types of Income: Employment, Gov't Benefits, Pensions, Rental Income, Self-Employment, Disability Insurance, Interest Income, Etcv.

- Income Source(s): \_\_\_\_\_
- Income Source(s): \_\_\_\_\_
- Income Source(s): \_\_\_\_\_
- Tax Forms       Self Employed - 2 yrs taxes
- Mortgage Stmt       2nd Mortgage Stmt
- Property Tax Receipt
- Bank Stmts       Checking       Savings       Other
- Authorization for release of records
- Lead Risk Assessment Disclosure       Lead Pamphlet Certificate
- Authorization for release of records
- WI ID/WI D/L (copy)
- Credit Report Ordered
- Letter Report of Title Ordered

**RENTAL ASSISTANCE LOANS - Tenant(s) income must be verified before loan is presented to Loan Board of Review**

- Tenant Income Verification(s)      Unit: \_\_\_\_\_
- Tenant Income Verification(s)      Unit: \_\_\_\_\_
- Tenant Income Verification(s)      Unit: \_\_\_\_\_
- Tenant Income Verification(s)      Unit: \_\_\_\_\_
- Date to Loan Board of Review and action taken:      Approved      or      Denied
- Scheduled loan closing: \_\_\_\_\_ (at least one week in advance)
- Send Owner and Contractor letter of anticipated closing, bring required docs, if any
- Call Insurnace to be list City as mortgagee
- Verbal Update of Letter Report of Title requested
- EPLS Checks on all contractors on rehab contract
- LOAN CLOSED
- Right of Recission returned to office
- Sent Mortgage to be recorded
- Sent Order to proceed to contractors

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Date \_\_\_\_\_

Property Address \_\_\_\_\_

**PROPERTY INSPECTIONS & COMPLIANCE CHECK LIST**

Date Completed/Rec'd

- Housing Quality Standards inspection/meet with homeowners \_\_\_\_\_
- Environmental Report \_\_\_\_\_
- Order (After Loan Board Approval)  
Lead Risk Assessment \_\_\_\_\_  
Code Inspection \_\_\_\_\_
- Results received  
Lead Risk Assessment \_\_\_\_\_  
Code Inspection \_\_\_\_\_
- Work Specifications completed and delivered to homeowner  
copy in file - owner to call & scheduled walk-thru for contractors \_\_\_\_\_
- Meet with homeowner to choose contractors  
owner to submit copies of bids prior to this meeting \_\_\_\_\_
- Complete Contractors Chosen form  
*give form and contracts to Administrative Assistant to draw up contract* \_\_\_\_\_
- Call all contractors for pre-conference with homeowner at office  
*contractors should provide copies of gen. liability insurance and contractor licenses* \_\_\_\_\_
- Owner and contractors to sign rehab contract - all get copies \_\_\_\_\_
- Lead Clearance ordered \_\_\_\_\_
- Lead Clearance results received \_\_\_\_\_
- Final HQS Inspection completed with owner and contractors \_\_\_\_\_
- Date 1 year warranty begins: (per contractor)  
Contractor: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Contractor: \_\_\_\_\_

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**CONTRACT DOCS & PAY REQUESTS**

**Date Complete**

Contract signed by owner and contractors

\_\_\_\_\_

Contractors provided copies of insurance and state licenses

\_\_\_\_\_

Contractor: \_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

\_\_\_\_\_

Copies of Permits - needed at time of first pay draw  
(elec, plumb, hvac, roof, etc)

Permit

Contractor: \_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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\_\_\_\_\_

Final HQS Inspections (verify final permit/code inspections are completed)

Contractor: \_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

\_\_\_\_\_

Date 1 year warranty begins:

Contractor: \_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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Contractor: \_\_\_\_\_

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