

## ■ Disbursement Checklist Overview

*This disbursement checklist provides a summary of items that your project may need to submit as support documentation for your AHP disbursement request. Not all items will apply. This checklist does not replace the details found in the Implementation Plan (I-Plan). Please refer to the I-Plan for all requirements and conditions associated with the submission of an AHP disbursement request.*

### AHP Retention Agreement

- Recorded copy required for each homebuyer (N/A for owner occupied repair)

### Funding source documentation including but not limited to (required for all homeownership types):

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|---|--|
| <input type="checkbox"/> Construction loan notes/mortgages              | <input type="checkbox"/> Donation letters/agreements |
| <input type="checkbox"/> Permanent loan notes/mortgages                 | <input type="checkbox"/> Fundraising documentation   |
| <input type="checkbox"/> CBDG funding letters/agreements                | <input type="checkbox"/> Owner equity                |
| <input type="checkbox"/> HOME funding letters/agreements                | <input type="checkbox"/> Sponsor loan(s)             |
| <input type="checkbox"/> Development/Trust Fund letters/agreements      | <input type="checkbox"/> USDA                        |
| <input type="checkbox"/> Copies of cancelled checks for member donation | <input type="checkbox"/> HUD                         |
|   | <input type="checkbox"/> Other funding               |

## Cost documentation (Required for all homeownership types)

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### Contracts/Agreements

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|--|---|
| <input type="checkbox"/> Architect contract    | <input type="checkbox"/> Consultant agreement |
| <input type="checkbox"/> Construction contract | <input type="checkbox"/> Developer agreement  |

### Down Payment/Closing Costs (if applicable)

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- Independent appraisal completed not more than 90 days in advance of closing
- Copy of closing statement
- Copy of mortgage and promissory note
- Copy of recorded deed(s)

### Projects involving New Construction or Rehabilitation for Subsequent Unit Sale

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- Copy of capital needs assessment, detailed scope of work, plans/specs for development, construction cost trade payment breakdown
- Paid invoices with copy of supporting cancelled checks, sworn statement from contractor, lien waivers, accountant's cost certification
- Architect's certifications (i.e., AIA Document G702/G703)
- Photos reflecting before work began and after work is completed
- For any site that has been acquired, a copy of the closing statement(s) and recorded deed(s) (Applies to both the initial sponsor/owner and subsequent homebuyer)

## Projects involving Owner-Occupied Rehabilitation Units

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- Copy of inspection report
- Copy of two independent, third-party bids (If sponsor, co-sponsor, developer, or an affiliate thereof is not acting as the general contractor)
- Independent third-party validation of rehab costs (Where the sponsor, co-sponsor, developer, or an affiliate thereof acts as the general contractor)
- Paid invoices with copies of supporting cancelled checks, sworn statement from contractor, lien waivers, accountant's cost certification
- Architect's certifications (i.e., AIA Document G702/G703)
- Photos reflecting before work began and after work is completed

## Household Information

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- Housing application form
- Income/asset support documentation including but not limited to: Social Security benefit statements, pension statements, child support statements, pay stubs, verifications of employment, bank statements, verifications of assets, etc.
- Sweat equity agreement and evidence of hours logged (if required)
- Homeownership counseling certificates (if required)
- Documentation supporting a special needs/homeless household member (if points received in special needs or housing for homeless scoring categories)