

**FLORIDA HOUSING FINANCE CORPORATION  
HOME  
SET-UP CHECKLIST**

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| <b>ID # / Project Name:</b>                              |  |
| <b>Project Contact /<br/>Phone Number /<br/>Address:</b> |  |
| <b>Homebuyer Name:</b>                                   |  |
| <b>Homebuyer Address:</b>                                |  |
|  |  |
| <b>File Prepared by:</b>                                 |  |

- I. TYPE OF PROJECT** *(check all that apply):*
- New Construction
  - Reconstruction *(demolition and new construction)*
  - Homebuyer

- LOCATION:**
- Scattered Sites
  - Subdivision

**II. IS THE PROPERTY LOCATED IN AN ENTITLEMENT AREA (i.e. local HOME funds)?**

- Yes       No

**Are there local HOME funds involved?**

- Yes       No

|   |    |
|---|----|
| <b>County:</b>                                |    |
| <b>Number of Bedrooms:</b>                    |    |
| <b>Maximum Per Unit Subsidy Limit listed:</b> | \$ |
| <b>Loan request:</b>                          | \$ |

**NOTE:** *The Home loan can not exceed the maximum per-unit subsidy limits listed (check the Maximum Per Unit Subsidy Limits).*

**III. QUALIFICATION AS AFFORDABLE HOUSING:**

*The house must have an initial purchase price (or the value of the property after rehabilitation) that cannot exceed 95% of the median purchase price for the type of single-family housing or the amount listed in the HUD 203(b) limits for the county for the year of the application, whichever is less.*

|  |    |
|--|----|
| <b>List Purchase Price:</b>                      | \$ |
| <b>County:</b>                                   |    |
| <b>Single Family Price / Value Limit listed:</b> | \$ |

**Does the property exceed 95% of the median purchase price?**

Yes       No

*If yes, the project will not be set-up.*

**IV. QUALIFICATION BASED ON INCOME CERTIFICATION**

Provide the following requested documentation and answer the questions below:

|  |  |
|--|--|
| <b>List borrower's income:</b>                               | \$   |
| <b>Number of persons in the household:</b>                   |  |
| <b>Maximum Income:</b>                                       | \$   |
| <b>Does the income exceed 80% of the median area income?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

*If yes, then the applicant does not qualify and the project will not be set-up.*

**Please attach the following documents for initial income and asset verification. Other documents may be requested as determined necessary:**

***Income related:***

**Pay stubs for 3 consecutive pay periods for all employment of working household members over age 18**

**Fully executed Verification of Employment (VOE) for employment position(s)**

**Child support verification**

***Asset related:***

**Bank statements for 6 consecutive months for all accounts, OR**

**Verification of Deposit from each financial institution**

**V. SET-UP DOCUMENTATION REQUIREMENTS:**

| DOCUMENTS   | √ | COMMENTS |
|---|---|----------|
| <b>Application</b>  |   |          |
| <b>Mortgagor's Affidavit</b>  |   |          |
| <b>Lender's Affidavit</b>   |   |          |
| <b>Asset &amp; Income from Assets Verification</b><br><i>(i.e. Verification of Deposit form, bank statements)</i> |   |          |
| <b>Current Income Limit Chart</b>   |   |          |
| <b>Employment Verification</b><br><i>(i.e. Verification of Employment form, pay stubs)</i>                        |   |          |
| <b>Privacy Statement and Notification /<br/>Acknowledgement of Receipt Form</b>                                   |   |          |
| <b>HOME Match</b><br><i>(Homebuyer down payment)</i>  |   |          |
| <b>Uniform Loan Application /<br/>Loan Transmittal Summary</b><br><i>(Form 1003)</i>                              |   |          |
| <b>Good Faith Estimate</b>  |   |          |
| <b>Appraisal / Statement of Purchase Price</b>  |   |          |
| <b>Contractor Certification</b>   |   |          |
| <b>Purchase Contract</b>  |   |          |
| <b>Notice to Seller</b>   |   |          |
| <b>HUD Project Set-up Form</b>  |   |          |

**NOTE: ALL of the above documentation must be submitted and the application must meet the specified requirements in sections 1-3 before the project will be set-up.**

|  |  |  |
|--|--|--|
| <b>Environmental Documents –<br/>(to be added by FHFC)</b> |  |  |
|--|--|--|

**Florida Housing File Review:**

\_\_\_\_\_ Date

\_\_\_\_\_ Initials

HOME Set-Up Checklist (Rev. 11/30/2005)