



HOME Rehab Program Request Form

REHABILITATION AGENCY INFORMATION

Agency _____

Contact _____ Telephone _____

Mailing Address _____

BORROWER INFORMATION

Applicant Name _____ Applicant SS# _____

Co-Applicant Name _____ Co-Applicant SS# _____

PROPERTY INFORMATION

Property Address _____

Street

City

New Mexico

State

Zip

County

FINANCING

Rehabilitation Loan Amount: \$ _____ Type: Due on Sale

Leverage (Type) _____ Amount \$ _____

Required Project Attachments

- Application
- Title Search Principle Place of Residence(Utility Bill) Letter from governor (Tribal)
- Needs Assessment UPCS Scope of Work with Itemized Cost Estimate Photos
- Verify that needs assessment, UPCS, Scope of Work, Cost Estimate, and Photos all match _____ Initial
- Signed Lead Based Paint Notification
- Household Anticipated Income Documentation (must be within 6 months of Reservation Request)
 - All adult members of the household 18 and older included
 - Documentation of adult household members receiving no income
- Project Abstract and Site Specific Checklist for Environmental Review(Updated with emphasis on flood)
 - Airport Map Flood Maps Flood Insurance? Yes No Floodplain Management Citation
 - RCRA infosearch and toxic substances assessment SHPO or THPO Clearance Letter
- Appraisal or Property Value Verification (Tribal) – Depreciation formula must be explained
- 95% HOME and HTFH Sales Limit After Rehab with updated numbers Cost Reasonableness Certificate
- Schedule K – Budget that is based on construction and soft costs
- HOME Project Setup Form with accurate costs supported by other file documents

Rehabilitation Agency Signature _____ Date _____

(Person signing for Agency must be an authorized signatory and must check all documents are present)

