

Tab 1 – Step 1

Exhibit 1-Application Checklist

Home Repair Application

HTF – 1A

HTF – 3A

Third party income documentation

HTF - 3C

HTF - 3B

HTF – 3D

State issued ID for each household member

HTF – 1B

HTF – 1C

Tab 2 – Step 1

Deed

Documentation of Year Built

Sponsor's RRP certification (if applicable)

Mortgage Statement (if applicable)

Insurance Policy

Tax Receipt

Documentation of tax assessed property value from the county

Color Photos

HTF – 2A – Property Assessment Inspection Request

FEMA declaration letter (if applicable)

Tab 3 – Step 2

Site Suitability

HTF – 2A – Preliminary Scope of Work Inspection Request

Home Inspector Contact Information

Home Inspection Report (provided directly to SC Housing by Home Inspector)

HTF – 2E (provided to SC Housing by the Home Inspector)

Home Inspector Credentials

HTF – 5A (if applicable)

HTF – 5B (if applicable)

HTF – 5C (if applicable)

Tab 4 – Step 3

HTF - 2B Work Write Up Form(s)

Contractor Credentials

Financial Commitments

Copies of all environmental tests, reports and quotes

Tab 5 – Step 4

Executed Agreement for Residential Repair Services

Executed Funding agreement

Executed Restrictive Covenant (if applicable)

Building Permits

HTF - 2G Notice to Proceed

Contractor credentials and subcontractors

Tab 6

HTF – 2E Change Order Request (if applicable)

HTF -2G – Notice to Proceed

Post Remediation Reports (if applicable)

HTF – 5D