

**HOME Repair Program**  
**"In House" File Stacking Sheet**

Form #475

*This file is subject to audit by Missouri Housing Development Commission. All applicable items must be included in this file in the order indicated below. Further documentation may be requested during the audit.*

**Application Documentation:**

- |                          |  |          |
|--------------------------|--|----------|
| <input type="checkbox"/> | Form # 475 - <b>"In House" Stacking Check Sheet</b>  | Original |
| <input type="checkbox"/> | Form # 400 - <b>HOME Rehabilitation Application</b>  | Original |
| <input type="checkbox"/> | Form # 401 - <b>Application Ineligibility Form</b> (if applicable)   | Copy     |
| <input type="checkbox"/> | Form # 405 - <b>Homeowner's Affidavit</b>  | Original |
| <input type="checkbox"/> | Verification of ownership (Copy of Warranty Deed, Quit Claim, Ownership and Encumbrances, etc.)                                | Copy     |
| <input type="checkbox"/> | Copy of paid Tax Receipts  | Copy     |
| <input type="checkbox"/> | Proof of Insurance for Home  | Copy     |
| <input type="checkbox"/> | Written Verification of Employment documentation<br><i>Including Social Security, Child Support, Part Time Employment Etc.</i> | Copy     |
| <input type="checkbox"/> | Income Calculation Worksheet   | Copy     |
| <input type="checkbox"/> | Form # 403 - <b>Request for Prior Approval</b> (if applicable)   | Copy     |
| <input type="checkbox"/> | Form # 422 - <b>Verification of Zero Income for Borrower</b> (if applicable)   | Copy     |
| <input type="checkbox"/> | Form # 423 - <b>Verification for Zero Support for Children</b> (if applicable)   | Copy     |
| <input type="checkbox"/> | Form # 445 - <b>Reservation Request</b>  | Copy     |
| <input type="checkbox"/> | Form # 415 - <b>ERR Check Sheet</b>  | Copy     |
|                          | o Include copy of FEMA Flood Letter (Plus Govt. Letter if in Flood Zone "D")   |          |
|                          | o Include copy SHPO Letter   |          |

**Publications, Announcements, Contractor Want Ads, etc. (if applicable):**

- |                          |                         |      |
|--------------------------|-------------------------|------|
| <input type="checkbox"/> | Newspaper Notifications | Copy |
|--------------------------|-------------------------|------|

**Inspection Documentation:**

- |  |  |          |
|--|--|----------|
| <input type="checkbox"/>                                       | Form # 410 - <b>Property Inspection Checklist and Report</b>   | Original |
| <input type="checkbox"/>                                       | Copy of Lead Assessment with results (required for all pre-1978 homes)                                   | Copy     |
| Homeowner Notifications (required for all pre-1978 homes):     |  |          |
| <input type="checkbox"/>                                       | Notice of Lead Hazard Evaluation   | Copy     |
| <input type="checkbox"/>                                       | EPA-Protect Your Family from Lead Pamphlet   | Copy     |
| After Rehabilitation Value (include supporting documentation): |  |          |
| <input type="checkbox"/>                                       | Form # 411A - <b>After Rehabilitation Value</b> (Before rehab value of house <\$100,000) <b>or</b> ,     | Original |
| <input type="checkbox"/>                                       | Form # 411B - <b>After Rehabilitation Value &amp; Appraisal</b> (Before rehab value of house >\$100,000) | Original |
| <input type="checkbox"/>                                       | Before and After Pictures  | Copy     |

**Construction Documentation:**

*(Contractor Information may be kept together in separate folder but must be provided during audit)*

- |                          |  |      |
|--------------------------|--|------|
| <input type="checkbox"/> | Form # 435 - <b>Contractor Application</b>   | Copy |
| <input type="checkbox"/> | Form # 425 - <b>Contractor Eligibility Verification</b>                            | Copy |
| <input type="checkbox"/> | Form # 440 - <b>Certification Regarding Debarment</b>                              | Copy |
| <input type="checkbox"/> | Proof of Current Insurance   | Copy |
| <input type="checkbox"/> | Form # 420 - <b>Work Write-Up</b>  | Copy |
| <input type="checkbox"/> | Form # 421 - <b>Change Order Request</b>   | Copy |
| <input type="checkbox"/> | Notice of Lead Hazard Reduction Work (Borrower to receive copy)                    | Copy |
| <input type="checkbox"/> | Lead Clearance Report (Required for every pre 1978 home! Borrower to receive copy) | Copy |
| <input type="checkbox"/> | Certification showing Inspector is qualified Lead Inspector                        | Copy |

**Construction/Close Out Documentation:**

- |                          |   |            |
|--------------------------|---|------------|
| <input type="checkbox"/> | Form # 465 - <b>MHDC Draw Request</b>   | Copy       |
| <input type="checkbox"/> | Form # 470 - <b>Agency Certification</b>  | Copy       |
| <input type="checkbox"/> | Copy of LURA from Recorder's Office (Everyone noted on W/D must sign)                           | Cert. Copy |
| <input type="checkbox"/> | Form # 450 - <b>Punch List</b> (if applicable)  | Copy       |
| <input type="checkbox"/> | Form # 455 - <b>Certificate of Completion &amp; Final Inspection</b> (Borrower to receive copy) | Copy       |
| <input type="checkbox"/> | Form # 460 - <b>Certificate of Release of Liens</b>   | Copy       |
| <input type="checkbox"/> | Form # 466 - <b>Administration Tracking</b>   | Copy       |
| <input type="checkbox"/> | Closing documentation from contractor including final invoice                                   | Copy       |
| <input type="checkbox"/> | Documentation concerning grievance from the Homeowner or Contractor (if applicable)             | Original   |