

203K LIMITED & STANDARD SUBMISSION CHECKLIST



203K LIMITED

DOCUMENT NAME	COMPLETED BY	DESCRIPTION
203k - IDENTITY OF INTEREST (BORROWER)	BORROWER	MUST SPECIFICALLY REFERENCE THE CONTRACTOR USED FOR THE REHABILITATION
CONTRACTOR W9	CONTRACTOR	BUSINESS TYPE MUST MATCH CONTRACTOR PROFILE
CONTRACTOR PROFILE	BORROWER AND CONTRACTOR	CONTRACTOR MUST PROVIDE: 1) EVIDENCE OF LICENSE, AND 2) LIABILITY INSURANCE AND BONDING
ITEMIZED BID	BORROWER AND CONTRACTOR	BID MUST INCLUDE: 1) REHABILITATION START AND END DATE 2) IF PERMITS ARE REQUIRED 3) ITEMIZE FOR MATERIAL AND LABOR 4) CONTRACTOR BUSINESS NAME WITH CONTACT INFORMATION 5) ADDRESS OF SUBJECT PROPERTY 6) TERMS OF PAYMENT 7) DETERMINE IF ARCHITECTURAL OR ENGINEERING EXHIBITS ARE REQUIRED
OWNER/CONTRACTOR AGREEMENT	BORROWER AND CONTRACTOR	FORM MUST CONTAIN THE FOLLOWING INFORMATION: 1) DOLLAR AMOUNT MUST MATCH THE BID TOTAL 2) REHABILITATION START DATE WITHIN 30 DAYS 3) REHABILITATION END DATE WITHIN 60 DAYS
HOME INSPECTION (IF REO OR VACANT PROPERTY)	INSPECTOR	HEALTH AND SAFETY ISSUES MUST BE ADDED TO THE BID AS PART OF THE REHABILITATION OR COMPLETED PRIOR TO CLOSING.
NOTES:		

203K STANDARD

DOCUMENT NAME	COMPLETED BY	DESCRIPTION
203k - IDENTITY OF INTEREST (BORROWER)	BORROWER	MUST SPECIFICALLY REFERENCE THE CONTRACTOR USED FOR THE REHABILITATION
203k - IDENTITY OF INTEREST (CONSULTANT)	CONSULTANT	MUST SPECIFICALLY REFERENCE THE BORROWER(S) NAME AND ADDRESS USED FOR THE REHABILITATION
CONTRACTOR PROFILE	BORROWER AND CONTRACTOR	CONTRACTOR MUST PROVIDE: 1) EVIDENCE OF LICENSE, AND 2) LIABILITY INSURANCE AND BONDING
CONTRACTOR W9	CONTRACTOR	BUSINESS TYPE MUST MATCH CONTRACTOR PROFILE
CONSULTANT W9	CONSULTANT	MUST BE COMPLETED AND SIGNED
INFORMATION FOR CONTRACTORS	CONTRACTOR	PROVIDES PROGRAM DETAILS AND REQUIREMENTS TO THE CONTRACTOR
ITEMIZED BID	BORROWER AND CONTRACTOR	BID MUST INCLUDE: 1) REHABILITATION START AND END DATE 2) IF PERMITS ARE REQUIRED 3) ITEMIZE FOR MATERIAL AND LABOR 4) CONTRACTOR BUSINESS NAME WITH CONTACT INFORMATION 5) ADDRESS OF SUBJECT PROPERTY 6) TERMS OF PAYMENT 7) DETERMINE IF ARCHITECTURAL OR ENGINEERING EXHIBITS ARE REQUIRED 8) REPAIRS SHOULD CONFORM TO THE CONSULTANT'S SPECIFICATION OF REPAIRS
CONSULTANT WORK WRITE-UP	CONSULTANT	CONSULTANT WILL COMPLETE THE FOLLOWING: 1) NARRATIVE SUMMARIZING THE SCOPE OF WORK 2) ITEMIZATION OF REPAIRS, INCLUDING BREAKDOWN OF MATERIAL AND LABOR COSTS, SIGNED BY THE CONTRACTOR 3) ITEMIZATION OF FEES (CONSULTANT FEE, DRAW FEES, ESTIMATED PERMIT FEES, ENGINEERING AND ARCHITECTURAL EXHIBITS)
HUD-9746 DRAW REQUEST	CONSULTANT	CONSULTANT MUST COMPLETE THE FOLLOWING: 1) BORROWER ADDRESS 2) LENDER INFORMATION 3) SIGN AND DATE 4) RECOMMEND CONTINGENCY RESERVE PERCENTAGE (CMS REQUIRES AT LEAST 15%) 5) COMPLETE COLUMN 1 WITH TOTAL DOLLAR AMOUNT ON LINE 36
OWNER/CONTRACTOR AGREEMENT	BORROWER AND CONTRACTOR	FORM MUST CONTAIN THE FOLLOWING INFORMATION: 1) DOLLAR AMOUNT MUST MATCH THE BID TOTAL 2) REHABILITATION START DATE WITHIN 30 DAYS 3) REHABILITATION END DATE WITHIN 6 MONTHS
HOME INSPECTION (IF REO OR VACANT PROPERTY)	INSPECTOR	HEALTH AND SAFETY ISSUES MUST BE ADDED TO THE BID AS PART OF THE REHABILITATION OR COMPLETED PRIOR TO CLOSING.
NOTES:		