

Resale Reporting Checklist

Developer: _____

Property Address: _____

Due Before Closing

- _____ Construction Standards Worksheet
(**Exhibit A** of Community Lending Borrower Agreement)
- _____ Executed Home Buyer Income Qualification Worksheet
(**Exhibit B** of Community Standards Agreement)
- _____ Community Employment Report
(**Exhibit C** of Community Standards Agreement)
- _____ Home Stretch/First Time Homebuyer **Certificate**, if first time homeowner
- _____ Documentation supporting **proof of income**, equal to 3 pay periods of pay stubs
- _____ Evidence that rehab **meets all** applicable local **codes**
(copy of certificate of occupancy, closed out permits, TISH or POS, if applicable)
- _____ Results of **radon test** (see Exhibit A for details)
- _____ **Energy Audit** – Pre-rehab and Post-rehab or construction
- _____ Before-rehab and after-rehab/construction **photos** of interior and exterior
(Word, PDF, or PowerPoint)

Due After Closing (within 2 weeks)

- _____ Copy of **Purchase Agreement** (between Developer and Buyer)
- _____ Copy of **Loan Estimate Form** from Buyer's Lender
- _____ Copy of the fully executed **Settlement/Closing Statement**