

## CHI-2 RENTAL ACQUISITION CHECKLIST

**Grantee:**

**Grant Year:** 2020

**Property Address:**

**Draw #:**

\*Please submit documents in the order indicated on the checklist\*

1.  Legal Documents Request Form (LDRF). If the acquisition has already occurred, submit LDRF to THDA prior to the request to draw down grant funds. Legal documents must be in place before grant dollars may be drawn down. THDA will prepare the documents and send to the grantee to be executed and recorded. After recordation, the original documents must be returned to THDA.  
  
If THTF funds are being used at closing, submit LDRF at least 2 weeks prior to the closing date. THDA will prepare the legal documents and will send the documents to the closing attorney to be executed and recorded at closing. After recordation, the original documents must be returned to THDA.
2.  Form 5 - Request for Payment Form with **TWO SIGNATURES**.
3.  Source of Matching Funds is indicated under **Section B** and Amount of Matching Funds is indicated under **Section C** of the Form 5 – Request for Payment Form.
4.  Matching funds documentation must be included with the draw request if the CHI-2 application indicated that matching funds would be provided.
5.  Sales Contract  
Sales Price:
6.  Appraisal  
Appraised Value:  
**(\*Note: Sales price must be supported to the appraised value)**
7.  Preliminary or Final Settlement Statement. Submit final fully executed Settlement Statement if acquisition has already occurred and reimbursement is requested for acquisition costs.

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8.  Recorded Warranty Deed (if the closing has already occurred and reimbursement is requested for acquisition costs)
9.  Closing Date (if the closing has not already occurred):
10.  Copy of Wiring Instructions
11.  Closing Attorney/Title Co. (if the closing has not already occurred)

Name:

Address:

Phone #:

Email: