

Emergency Repair Program – Pay Request Checklist

Development District:

Homeowner:

Date of Pay Request:

Date Received:

1. Request for Payment Form – Complete and signed

Note: Requests for Payment must be submitted within 60 days of project completion.

2. Contract between Homeowner and Contractor – Signed
3. Work Write-up on THDA template OR write up or specs from funding partner

Note: WWU Must Be:

- Stamped by THDA to verify that the scope of work was reviewed and approved prior to start
- Signed by the contractor and the homeowner

4. Permit Worksheet – Completed and signed by the ERP administrator indicating if permits need to be pulled; if permits do not need to be pulled, indicate the name of the codes official making the determination on the Permit Worksheet

5. Change order (if applicable) stamped by THDA to verify review and approval of changes
6. Certification of Completion and Final Inspection Form – Signed by all parties

Note: The Certification of Completion Form must be stamped by THDA to verify that the final inspection was reviewed upon project completion

7. Check signatures to make sure homeowner and contractor signatures match on the repair contract and the Certification of Completion and Final Inspection Form
8. If someone signs on behalf of homeowner, include a copy of the POA or other document assigning guardianship. If someone signs on behalf of the contractor, provide explanation
9. Contractor invoice(s) including line items costs
10. Inspector invoice (if applicable)
11. If permit inspections were performed, include a final inspection card or report
12. Invoice or other documentation supporting cost of permit fees
13. Receipts for materials, if volunteer labor is used and requesting reimbursement for material