

Emergency Repair Program – Pay Request Checklist

Development District:

Homeowner:

Date of Pay Request:

Date Received:

1. Request for Payment Form 5 – complete and signed
Requests for Payment must be submitted within 60 days of project completion.
2. Form 9 for Admin Fees
3. Admin documentation to support expenditures (ex. timesheets and check stubs for salaries)
4. Contract between Homeowner and Contractor – Signed
5. Work Write-up on THDA template, signed by inspector, homeowner, and/or work write up or specs from funding partner
6. Permit Worksheet – Completed and signed by the ERP administrator indicating if codes permits need to be pulled and if permits do not need to be pulled, the name of the codes official making the determination is indicated on the Permit Worksheet.
7. Certification of Completion and Final Inspection Form – Signed by all parties
8. Check signatures to make sure homeowner and contractor signatures match on the repair contract and the Cert. of Completion and Final Inspection Form
9. If someone signs on behalf of homeowner , make sure POA is included. If someone signs on behalf of the contractor, make sure explanation is provided.
10. Contractor invoice(s) including line item costs
11. Change orders, if applicable
12. Inspector invoice (if applicable)
13. If permit inspections were performed, include a final inspection card or report
14. Invoice or other documentation supporting cost of permit fees
15. Receipts for materials if volunteer labor is used and reimbursement for materials is being requested