

## TN HTF START-UP FORMS CHECKLIST

**Grantee:**

**Grant Year:** Winter \_\_\_\_\_ Summer \_\_\_\_\_

**Grant Amount:**

**Activity:**

**No. of Units:**

**No. of Households:**

\_\_\_ **Form 1: Signature Form**

\_\_\_ **ACH**

\_\_\_ **Voided Check**

\_\_\_ **W-9 Form**

\_\_\_ **Form 3: Reuse of Funds**

\_\_\_ **Form 4: Nondiscrimination**

\_\_\_ **Signed TN-HTF Contract/Working Agreement**

\_\_\_ **Recorded Warranty Deed (if grantee already owns the property)**

\_\_\_ **Legal Documents Request Form for each property**

\_\_\_ **Grant Note for each property**

\_\_\_ **Recorded Deed of Trust for each property**

\_\_\_ **Recorded Restrictive Covenants for each property**

\_\_\_ **Rental Housing Program Policies & Procedures**

\_\_\_ **Insurance Certificate**