

**THDA Rebuild & Recover Disaster Housing Program
Payment Request Checklist**

Grantee: _____

Homeowner Name: _____

Unit Address: _____

Date of Pay Request: _____

1. Form 2 - Request for Payment Form – Signed by the Grantee
2. Homeowner Income meets program requirements – at or below 80% AMI
3. Homeowner's Insurance documentation
4. Source of Match indicated on Request For Payment Form, Item #10
5. Match Amount Met @ 50 % or more of grant request
6. Documentation to support matching funds
7. Invoice for Admin. Fees. Administration invoices should include homeowner's name & address. Administration amount must be = or < 5% of repair costs
8. Invoice for Soft Costs (if applicable) –Invoice should include homeowner's name and indicate what soft costs are being paid for. Soft costs = or < 5 % of repair costs
9. Contract between Homeowner and Contractor – Signed by all parties
10. Grant Note executed by homeowner
11. Recorded Deed of Trust between homeowner and grantee
12. Work Write-up or Specifications of work to be done & invoice from contractor if costs are not included on work write-up
13. Volunteer Labor Form (if applicable). \$10 per/hr. unskilled labor, \$20 per hr. skilled labor
14. Receipts for materials if volunteer labor is used and reimbursement for materials is being requested
15. All required local/state building permits have been obtained and final inspection performed, and inspection tickets or reports are included
16. For reconstruction, also submit the Use and Occupancy Certificate
17. Form 3 - Certification of Completion and Final Inspection Form –Signed by all parties