



General Land Office
Voluntary Local Buyout and Acquisition Program
and Accompanying Activities
Activity File Documentation Checklist

Homeowner Name:				
Activity Number:		Incentive Activity Number (If applicable):		
Address:		Subrecipient/ Vendor Name:		
Is this a buyout or an acquisition? Are other activities (incentives) included? Check all that apply.		Buyout <input type="checkbox"/> Acquisition <input type="checkbox"/> Down Payment Assistance <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation Assistance <input type="checkbox"/> Housing Incentive <input type="checkbox"/>		
National Objective (NO) met by these activities <i>check all that apply</i>		Low to Moderate Housing (LMH) <input type="checkbox"/> Low to Moderate Buyout (LMB) <input type="checkbox"/> Low to moderate Housing Incentive (LMHI) <input type="checkbox"/> Urgent Need (UN) <input type="checkbox"/> Slum & Blight (SB) <input type="checkbox"/>		
Left Side All documents should be filed in sequential order from TOP to Bottom (#1-#22)		Form Number (if applicable)	Yes, No, NA	Comments
1. Intake Application		Intake Application		
2. Right of Entry form		Right of Entry		
3. Denial of Assistance and support documentation		Homeowner Denial Letter		
4. National Objective Documentation		AMI Verification		
		14.05 - UN		
		14.03		
		14.04		
5. Adjusted Gross Income (AGI) worksheet and support documentation (including LMI percentage category)		AGI Worksheet		
6. National Flood Insurance Verification (NFIP)		Flood insurance Documentation		
7. Insurance Affidavit		Insurance Affidavit		
8. Documentation of Ownership, Statement of Ownership and Location (For Mobile homes only) and support documentation		SOL Documentation		
		Ownership Documentation/		

9. Documentation of Principle Residency and Support Documents (if applicable)	Principle Residency/Affidavit		
10. Documentation on Property Tax/Repayment Plan	Property Tax Documentation/ Payment Plan		
11. Documentation on Child Support Verification through the Texas Attorney General (OAG), Affidavit Form, and/or Proof of payment plan (if applicable)	Child Support Documentation		
12. Homeowner Certification and Agreement to Participate	11.05		
13. Mortgage Company/Lender Information and support documentation (if applicable)	Mortgage Company Notice		
14. Subrogation Agreement	Subrogation Agreement		
15. Environmental Clearance document for storm damaged property	Environmental		
16. Verification of disability/special needs	14.27		
17. Work Write-Up/Cost Estimate - Final Revised, & Original. Include Before and after photos. Unmet need documentation- damage assessment, including inspection checklist or initial inspection checklist short.	11.17		
	11.01		
	11.01A		
18. Duplication of Benefit (DOB) Acknowledgement Form with Affidavit. DOB Reconciliation documents (Reduction in scope or copy of homeowner check)	DOB Calculation Form		
19. DOB Documentation - FEMA assistance (if any), SBA assistance (if any), Insurance (if any), Other assistance (if any), and Self Certification of Repairs	DOB Support Documents		
20. Tie back to the disaster requirement (damage or insurance estimates, FEMA data, SBA data, other documentation noted in Program Housing Guidelines)	Damage Assessment/ Verification		
21. Map clearly indicating the location of the property overlaid with DRRA or floodplain delinitated (for buyouts).			
22. Activity File Documentation Checklist	this document		



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Homeowner Name:			
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Address:			Subrecipient Name:
Right Side All documents should be filed in sequential order from TOP to Bottom (#1-#40)		Form Number (if applicable)	Yes, No, NA
		Comments	
1. Documentation of AFFH compliance, e.g. relocation packet with Higher Opportunity Areas, school ratings, transportation access points, etc.			
2. Documentation of URA compliance			
3. Documentation of FMV determination			
4. Notices of FMV and Notice of Offer to Applicant.			
5. Appraisal			
6. Documentation describing the of end use of property if an acquisition.			
7. Demolition documentation including evidence of proper disposal (must include date).			
8. Documentation of methodology for relocation assistance award including calculation in relation to need (if applicable)			
9. Documentation of methodology for incentive award including calculation in relation to need (if applicable)			
10. Protect Your Family from Lead in Your Home pamphlet acknowledgement form (For pre-1978 housing) (for Down Payment Assistance (DPA))		12.01	

11. Receipt of the Lead-Safe Certified Guide to 'Renovate Right' acknowledgement form (For homeowners of pre-1978 housing to be rehabilitated). Elderly Homeowners' Informed Consent Notice (if applicable, for DPA)	EPA Renovate Right Form		
12. Unsecured Forgivable Promissory Note, Unsecured Forgivable Promissory Note Amendment, Forgivable Balance Letter (whichever applies, if applicable and for incentive or DPA)	13.09		
13. Certification of Contractor Eligibility	11.11		
14. Bid Documents/Bid Analysis (for Demo)	Bid Documents		
15. Construction Contract (Tri-Party Agreement/Work Order for Demo)	Tri-Party Agreement		
16. Pre-Construction Conference and Notice to Proceed	11.02		
17. Homeowner Notice Regarding Independent Repairs (for DPA only)	Notice of Independent Repairs		
18. Progress Inspection Report and progress photos (If applicable for DPA)	11.10		
19. Change Order(s) (if applicable)	11.09		
20. Green Building Standards (Certification under at least one of the following programs: ENERGY STAR, Enterprise Green Communities, LEED, ICC-700 National Green Building Standards for DPA new construction)	Green Building Standards		
21. Elevation Standards Support Documents (if applicable, for DPA new construction)	Elevation Documents		
22. Texas Real Estate Commission (TREC) Inspection (for DPA new construction)	TREC Inspection		
23. Single Family Visitability Standards Inspection (For DPA new construction)	Visitability Standards Inspection		
24. Texas Windstorm Insurance Association WPI-8 Documentation (if applicable with DPA)	WPI-8 Documentation		
25. RESCheck Compliance Certificate signed and dated after completion or equivalent (DPA new construction only)	REScheck		
26. Final Inspection (Subrecipient and Homeowner Signoff for demo, purchased, or new construction (DPA))	11.03		

27. Warranty from Building Contractor with expiration date and support documentation (DPA and 3rd party warranty)	Building Contractor Warranty		
28. Warranty document showing expiration date of all warranties on applicant's home (for DPA, new construction)	Warranty Documents for Home		
29. Insurance (hazard and if applicable, flood and or wind 1 year, DPA, Incentives, new construction)	Insurance Documents		
30. Building Contractor Requests for Payment (demo and DPA)	11.04		
31. Lien Waiver Affidavit [Interim] by Subcontractor (if applicable, DPA and demo)	11.22		
32. Lien Waiver Affidavit [Interim] by Contractor (if applicable, DPA and demo)	11.25		
33. Lien Waiver Affidavit [Final] by Subcontractor (if applicable, DPA and demo)	11.23		
34. Lien Waiver Affidavit [Final] by Contractor (if applicable, DPA and demo)	11.24		
35. Final Bills Paid Affidavit by Contractor (if applicable, DPA and demo)	11.08		
36. Affordability Period Monitoring efforts and support documentation (e.g. copies of insurance binders, letters from homeowners, etc., DPA)	Monitoring Documentation		
37. Receipt from Applicant of notification of closeout process (utility disconnection requirements, how abandoned items will be addressed, resources) and Notice to vacate			
38. Evidence of compliance with the subrecipient's long-term redevelopment plans for acquisitions.			
39. Case Manager notes and Miscellaneous support documentation.			
40. Activity File Documentation Checklist	This document		