Application Check List

2022 Homebuyer Assistance Program Application

This check list includes all required and optional items for a complete Homebuyer Assistance Program Application package. *Please see the NOFA for detailed submission instructions.*

[ ]  1. Homebuyer Assistance Program Application

[ ]  1a. Condominium Declaration (if applicable)

[ ]  2. Homebuyer Assistance Program (HBA) Workbook

[ ]  3. Development Consultant Agreement (if applicable)

[ ]  4. Documentation of Site Control (not required if applying for Bridge Loan)

[ ]  5. Construction documents (not required if applying for down payment assistance)

 [ ]  5a. Site plan

 [ ]  5b. Cross section of typical structure in relation to grade

[ ]  5c. Typical unit floor plan

[ ]  5d. Typical elevation drawing or image of proposed structure

[ ]  6. Visual representation of concurrent development projects (not required if applying for down payment assistance)

[ ]  7. Development Team Resumes

 [ ]  7a. Organizational chart of all staff

[ ]  8. Three years of audited financial statements (not required if you have submitted these within the last 6 months, unless you have haven’t submitted your most recent one, in which case, please submit just the most recent statement.)

[ ]  9. Evidence of compliance with Chapter 9, Section II.B. of the [*2021-2023 Housing Funding Policies*](https://www.seattle.gov/documents/Departments/Housing/Footer%20Pages/Data%20and%20Reports/Housing%20Funding%20Policies%280%29.pdf)

[ ]  10. Homeowners/Condominium Owners Addendum (if applicable)

[ ]  10a. Association Budget (operating and reserves)

[ ]  11. Limited Equity Co-operative Addendum (if applicable)

[ ]  11a. Market Study

[ ]  11b. LEC Budget (operating and reserves)

[ ]  12. Board Resolution approving the application for funding