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