



REHABILITATION LOAN PROGRAM

FHA 203(k) Limited/RD Rehabilitation Checklist

NH Housing Loan #: _____

Borrower: _____

Co-Borrower: _____

Lender Name: _____

Property Address: _____

Contractor Name: _____

Contractor Address: _____

Contractor Phone Number: _____

Required Documentation

- ☐ Signed Purchase and Sales Agreement
- ☐ Appraisal Report
- ☐ HUD Form 92700: Limited 203(k) Maximum Mortgage Worksheet, signed by underwriter (FHA only)
- ☐ RD Purchase Rehab Mortgage Worksheet (RD only)
- ☐ HUD Form 92700-A: 203(k) Borrower Acknowledgment (92700A); (FHA only)
- ☐ Homeowner/Contractor Agreement (FHA only)
- ☐ RD Homeowner/Contractor Agreement (RD only)
- ☐ Work Plan from Borrower detailing the proposed repairs or improvements.
- ☐ Home *Flex* [Purchase Rehabilitation Loan Program Education](#) Certificate, signed by all borrowers.
- ☐ Plans and Specifications/Contractor Bid:
 - Must be provided on contractor's letterhead.
 - Must include all contractors and borrower's information, address, phone and email.
 - Must fully describe, detail and itemize the specific work that the contractor agrees to perform for the borrower.
 - Must include quality and quantity of materials, with materials cost and labor separated for each repair.
 - Exact location of work and labor.
 - Include an itemized listing of all permits and corresponding costs. (must align with the Permit Certification, see below)
 - Itemize the specific work that the contractor agrees to perform for the borrower.
 - Identify all subcontractors and suppliers. (if applicable)
 - Must be executed by both the contractor and the borrower.
- ☐ Proof of active liability insurance, minimum of \$1 million in general liability coverage.

- ___ Copy of any/all licenses required by the state of NH.
- ___ Copy of W-9.
- ___ The Contractor must have at least three (3) years of relevant experience.
 - Proof can be provided by historic insurance binders, date of business formation on the NH Secretary of State website or any other alternative resource to make such a determination.
 - If the business has been operating for less than three years, please provide documentation of work history within the past three years to demonstrate relevant experience. Approval will be at NH Housing discretion.
- ___ The contractor(s) requests an initial disbursement of no more than 35% at closing, detailing estimated costs for materials, permits (if applicable), and labor before commencing construction.
- ___ Better Business Bureau (BBB) screening report that includes contractor accreditation status and with a "B" or higher rating based on information from businesses and public data sources. If the contractor is not listed on the BBB, an alternative method of verifying their reputation through an online search is required.
- ___ One customer and one credit reference required. Please complete the section below.
- ___ NH Housing Form [Permit Certification](#) (if permits are required).
- ___ NH Housing Form [Contractor Acknowledgement](#).

References:

1. Customer Reference

Customer: _____ Account #: _____

Contact Name: _____ Phone #: _____

Verified with: _____ On: _____

Comments: _____

Lender signature: _____

2. Credit Reference

Customer: _____ Account #: _____

Contact Name: _____ Phone #: _____

Verified with: _____ On: _____

Comments: _____

Lender signature: _____