

New Hampshire Housing Homeownership Division

203K/ RD Purchase Rehabilitation Document Checklist

****ALLOW 48 HOURS FOR REVIEW****

Pre-approval Package

- ___ Signed Purchase and Sales Agreement
- ___ W-9(s) for all contractors
- ___ Maximum Mortgage Worksheet, signed by underwriter
- ___ Appraisal (203 rehab must be included in body)
- ___ All executed contracts with appropriate licenses
- ___ Contractor Approval Worksheet
- ___ Certificate of Liability Insurance
- ___ Homeowner/Contractor Agreement(s)
- ___ 203k Borrower Acknowledgment (92700A); *FHA only*
- ___ Scope of work letter from borrower explaining work that is expected
- ___ Initial disbursement request from each contractor (not to exceed 50%)
- ___ Home *Flex* Purchase Rehabilitation Loan Program Education Certificate, signed by all borrowers
<https://gonewhampshirehousing.com/learn-how/online-education>

Final Disbursement (New Hampshire Housing's responsibility)

- ___ Mortgagor's Letter of Completion
- ___ Final invoices from all contractors
- ___ Final inspection
- ___ Executed Final Owner's Loan Disbursement Affidavit
- ___ Executed Final Contractor's Loan Disbursement Affidavit
- ___ Title update