



Emergency & Accessibility Loan Program Signature/Record Retention Requirements

SIGNATURE REQUIREMENTS

- Note: Any person with an ownership interest, who resides in the property.
- Mortgage: Any person with an ownership interest, regardless of whether they reside in the property.

RECORD RETENTION

Retain in your files and/or deliver to the Borrower the specified documents as shown below.

Document	Lending Partner	Borrower
Accessibility Evaluation	Original	
Accessibility Improvements Sketches, if applicable	Original	
Authorization to Disclose Health Information	Original	Copy
Bid Summary	Original	Copy
Bids	Original	Copy
Borrower Application	Copy	Copy
Building Permits, if applicable	Copy	
Change Orders and Supporting Documentation	Original	
Completion Certificates	Original	
Evidence of Code Violations, if applicable	Copy	
Evidence of Verification of Assets	Original	
Evidence of Verification of Income	Original	
Homeowner Agreement	Copy	Original
Income Eligibility Calculation Worksheet	Original	
Lead Clearance Achieved Test Results, when applicable	Copy	
Lead Paint Checklist, when applicable	Original	
Lead Risk Assessment and Test Results, when applicable	Copy	Copy
Lien Holder Card (personal property)	Copy	Copy
Lien Waivers	Original	
Loan Modification Agreement – Mobile Home (personal property) if applicable	Copy	Copy
Loan Modification Agreement (real property) if applicable	Copy	Copy

Document	Lending Partner	Borrower
Loan Note (real property)	Copy	Copy
Mobile Home Certificate of Title (personal property)	Copy	Copy
Nature of Emergency Situation or Essential Accessibility Need	Original	
Note and Mobile Home Security Agreement (personal property)	Copy	Copy
Other Supporting Documentation Due to Exceptional Circumstances, if applicable	Copy	
Property Inspection Reports	Original	
Public Safety Form 2017 (personal property)	Copy	Copy
Recorded Assignment of Mortgage (real property)	Copy	Copy
Recorded Loan Mortgage (real property)	Copy	Copy
Scope of Work	Original	
Sworn Construction Statement	Original	Copy