



Rehabilitation 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, when applicable.

Document	Lender	Borrower
Accessibility Evaluation	Original	Copy
Accessibility Improvements Sketches	Original	Copy
Authorization to Disclose Medical Information	Copy	Copy
Bid Summary Form	Original	Copy
Bids	Original	Copy
Borrower Application	Copy	Copy
Building Permits	Copy	
Change Orders and Supporting Documentation	Original	Copy
Completion Certificate	Original	Copy
Endorsed Note (real property)	Copy	Copy
Endorsed Note and Mobile Home Security Agreement (personal property)	Copy	Copy
Evidence of Code Violations	Copy	Copy
Evidence of Verification of Assets	Original	
Evidence of Verification of Income	Original	
Homeowner Agreement	Original	Copy
Income Eligibility Calculation Worksheet	Original	
Lead Clearance Achieved Test Results, when applicable	Copy	Copy
Lead Risk Assessment and Test Results, when applicable	Copy	Copy
Lien Holder Card (personal property)	Copy	Copy
Lien Waivers	Original	Copy
Mobile Home Certificate of Title (personal property)	Copy	Copy
Modification of Note and Mortgage (real property)	Copy	Copy
Modified Mobile Home Note and Security Agreement (personal property)	Copy	Copy
Mortgage and Riders (real property)	Copy	Copy
Proceed to Work Notice	Copy	Copy

Property Inspection Reports	Original	
Public Safety Form 2017 (personal property)	Copy	Copy
Recorded Assignment of Mortgage (real property)	Copy	Copy
Recorded Modification of Note and Mortgage (real property)	Copy	Copy
Recorded Mortgage (real property)	Copy	Copy
Scope of Work	Original	Copy
Sworn Construction Statement	Original	