

## FORM HUD-2530 SUBMISSION CHECKLIST

**NOTE: A separate 2530 and checklist must be completed for each of the following:**

**Mortgagee (Owner), General Partner, Limited Partner, General Contractor and Management Agent**

Date \_\_\_\_\_

Reviewed By \_\_\_\_\_ Telephone No. \_\_\_\_\_

Project No. \_\_\_\_\_ Project Name \_\_\_\_\_

Answer all questions by checking the appropriate box	Yes	No	N.A
1. Are Blocks 1-10 completed?			
2. Are the names and addresses of all known principals and affiliates provided in Block 7?			
3. Is the Role in the principal's parent organization provided in Block 8 for all principals?			
4. Is the % Ownership in the principal's parent organization provided in Block 9 for all principals?			
5. Are SSNs/EINs provided for all principals in Block 10?			
6. If any of the certifications have been struck through, do you have a signed letter of explanation for the strike through?			
7. Have all principals signed?			
8. Are the Certification dates of the principals' signatures within six months of the date received?			
9. Do you have statement of signature authority?			
10. Are all principals' phone numbers listed?			
11. To your knowledge, is all previous participation listed in Schedule A?			
12. For first time participants, is the statement "First Experience" listed next to their name?			
13. If a Master List has been filed, is it up to date? A Master List is not required, but principals may prepare one if they expect to file the form frequently.			
14. If Farmers Home/Rural Housing (FmHA) experience was disclosed on Schedule A, did FmHA indicate the applicant/principals' performance was unsatisfactory? (You must contact FmHA to verify disclosures)			
15. On Schedule A, are there any loan defaults or foreclosures listed?			

16. On Schedule A, are any management review ratings below satisfactory listed?			
17. On Schedule A, are there any below 45 scores or Below Satisfactory ratings of Physical Inspections listed?			
18. Did the Name/Flag Match disclose any APPS Participant Flags or Participant Marks? Include a copy of the page(s) in the APPS Name/Flag Match results that reflects the match.			
19. Did the Name/Flag Match disclose any Name matches? Include a copy of the page(s) in the APPS Name/Flag Match results that reflects the match.			
20. Did LDP search produce a match? Include a copy of the page in the LDP list that reflects the name match.			

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**Note:**

**If there are any “No” boxes checked for Questions 1 – 13, the submission is not complete and must be returned to the applicant.**

**If any of the gray boxes are checked, the submission must be sent to Headquarters**

**If the 2530 submission is being forwarded to Headquarters for review Part II must be signed and a copy of this checklist must be included in the package.**