

For DCA Use Only:	
DCA Activity Number:	-

Georgia Department of Community Affairs  
 Community HOME Investment Program  
**Homeowner Rehabilitation Activity Pre Set-up Information Form**

*General Information*

Name of State Recipient/Sub-recipient:	
Grant Number:	

	Attached?	
	Yes	No
State Recipient/Sub-recipient has attached an updated Signature Card reflecting changes in local program administration responsibilities		

*Property/Owner Data*

Type of Property <small>(check one)</small>	Stick Built/Modular: <input type="checkbox"/> Manufactured Housing: <input type="checkbox"/>		
Name of Homeowner(s) as noted on Title:			
Address of Unit:	Street:		
	City:	County:	Zip:
Number of Persons in Household:			
Total Household Income:			
Applicable Area Median Income Limit for County as Adjusted for Household Size:			

*The following attachments are required for each unit proposed for Homeowner Rehabilitation Assistance using CHIP Funds. Attachments should be included in the following order:*

	Attached?	
	Yes	No
Income Verification Form (CC-8):		
Certification to Use Unit as Principal Residence (CC-7)		
Declaration of Citizenship Status (CC-3 and, if applicable, CC-4):		
Certification as to Conflict of Interest (CC-6)		
Copy of Existing Warranty Deed:		
Current market value of the property based on an acceptable method described in the Property Value section of the Program Description:		
Tier 2 Site Specific Environmental Screening Checklist with required supporting documentation):		
Proof of Year of Construction of Housing Unit: (tax record, appraisal, builder’s deed, historic survey, Sanborn fire insurance map, other legal documentation):		
Lead-Based Paint Visual Assessment (if unit was built prior to 1978):		
Initial Scope of Work Write-Up for Non-Lead Costs:		
Work Scope of Work Write-Up for Lead Costs (if unit was built prior to 1978):		
Pictures of housing unit demonstrating need for work to be performed:		

Note: Activities which fail to pass Tier 2 Environmental Clearance are not eligible to receive CHIP funding. Upon review of the Homeowner Rehabilitation Activity Information Form and DCA’s determination that the information provided is compliant with Federal and CHIP requirements, DCA will provide a “Notice of Tier 2 Environmental Clearance and Authority to enter into Contract with Homeowner.” At this point, the State Recipient or Sub-recipient may provide a commitment letter to the homeowner and allow the homeowner to secure a contractor.