



**COMMUNITY LAND TRUST**  
**HOME BUYER ASSISTANCE PROGRAM (CHAP)**  
**PROGRAM ADMINISTRATION CHECKLIST**  
 COMMUNITY HOUSING AND GRANTS MANAGEMENT  
 SFN 62685 (12/2025)

File	In File	Date	Notes
Executed Subrecipient Agreement	<input type="checkbox"/>		

**NDHFA HOME STANDARDS/DOCUMENTS**

File	In File	Date	Notes
Program P&P Manual	<input type="checkbox"/>		
Buyer underwriting guidelines	<input type="checkbox"/>		
Responsible lending guidelines	<input type="checkbox"/>		
Buyer Underwriting Tool	<input type="checkbox"/>		
Property standards	<input type="checkbox"/>		
Resale/recapture policy	<input type="checkbox"/>		
Refinancing policy	<input type="checkbox"/>		
Income limits – by year	<input type="checkbox"/>		
Maximum price/value limits – by year	<input type="checkbox"/>		

**PROGRAM DOCUMENTS**

File	In File	Date	Notes
Tier 1 Environmental Clearance	<input type="checkbox"/>		

<b>File</b>	<b>In File</b>	<b>Date</b>	<b>Notes</b>
Inspection form	<input type="checkbox"/>		
Written agreement template – recapture	<input type="checkbox"/>		
Written agreement template – resale	<input type="checkbox"/>		
Declaration of Lien Interest – recapture	<input type="checkbox"/>		
Declaration of Lien Interest – resale	<input type="checkbox"/>		
Buyer Affidavit	<input type="checkbox"/>		
Buyer Voluntary Acquisition form	<input type="checkbox"/>		
Homebuyer approval form	<input type="checkbox"/>		
Ground Lease addendum (if GFCLT)	<input type="checkbox"/>		
IDIS project set-up form	<input type="checkbox"/>		
Resale/recapture processing forms	<input type="checkbox"/>		

## **APPLICATION PROCESSING**

<b>File</b>	<b>In File</b>	<b>Date</b>	<b>Notes</b>
Applications/application tracking sheet	<input type="checkbox"/>		
Wait list	<input type="checkbox"/>		
Denials/appeals	<input type="checkbox"/>		

## FINANCIAL MANAGEMENT FILES

File	In File	Date	Notes
Program budget and eligible costs	<input type="checkbox"/>		
Draw requests	<input type="checkbox"/>		
Disbursement documentation	<input type="checkbox"/>		
Receipt/disposition of recaptured funds	<input type="checkbox"/>		
Audit	<input type="checkbox"/>		

## MONITORING FILES

File	In File	Date	Notes
Annual verification of owner occupancy	<input type="checkbox"/>		
Recaptures/resales	<input type="checkbox"/>		
Refinancing policy and approvals	<input type="checkbox"/>		
Repayments (noncompliance)	<input type="checkbox"/>		