

REVOLVING LOAN RECOMMENDATION CHECKLIST

	COMPLETE	INCOMPLETE
1. Mortgage <input type="checkbox"/> Deed of Trust <input type="checkbox"/> Existing MH <input type="checkbox"/> MH Conveyed <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Satisfactory Existing PBA & Voluntary Assignment to CDTHA <hr/>		<input type="checkbox"/> <input type="checkbox"/>
3. Promissory Note and Security Agreement <input type="checkbox"/> or PBA & VAPC if MH <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Principal Residence Verification	<input type="checkbox"/>	<input type="checkbox"/>
5. Property Value is at least ____% of Loan Amount	<input type="checkbox"/>	<input type="checkbox"/>
6. Credit Bureau Report on Borrower(s)		<input type="checkbox"/> <input type="checkbox"/>
7. Income Verification <hr/>		<input type="checkbox"/> <input type="checkbox"/>
8. Verification of Essential Repairs/Improvements	<input type="checkbox"/>	<input type="checkbox"/>
9. Cost Estimate Justification	<input type="checkbox"/>	<input type="checkbox"/>
10. Disclosure NA <input type="checkbox"/> Published <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Other information	<input type="checkbox"/>	<input type="checkbox"/>
IF SELF-EMPLOYED:		
1. Balance sheet		<input type="checkbox"/> <input type="checkbox"/>
2. Pro forma cash flow for one year	<input type="checkbox"/>	<input type="checkbox"/>

HBC Recommendation: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Signature:	Date:
Housing Mgr. Review:	Signature:	Date:
Finance Review:	Signature:	Date:
ED Review:	Signature:	Date:

