Texas Department of Housing and Community Affairs

**Colonia Self Help Center Program**



Loan Closing File Documentation Checklist

| **Contract Administrator:**  | **Contract Number:**  |
| --- | --- |
| **Borrower:**  | **Activity:**  |
| **Project Address:**  |

|  |  |  |
| --- | --- | --- |
| **Document** | **SHC / BFO** | **Notes** |
| CSHC Loan Set-Up & Documentation *(same as BTSP Req. for RE Loan Doc Prep)* |  |  |
| Promissory Note |  |  |
| Mechanic’s Lien Note |  |  |
| Mechanic’s Lien Contract |  |  |
| Transfer of Lien |  |  |
| UCC Financing Statement (Borrower/County) |  |  |
| UCC Financing Statement (County/State) |  |  |
| W-9 – Request for Taxpayer ID Form |  |  |
| Property Survey (only for reconstruction) |  |  |
| Survey & Title Letter (only for reconstruction) |  |  |
| Mortgagee Title Policy |  |  |
| BORROWER/PROJECT DETAILS  |  |  |
| Construction Loan Agreement |  |  |
| Affidavit of Occupancy & Residence |  |  |
| Home Improvement Closing Certificate (if applicable) |  |  |
| New Construction Closing Certificate (if applicable) |  |  |
| Affidavit of Identity |  |  |
| Sweat Equity Affidavit |  |  |
| Request for Disbursement |  |  |
| Truth in Lending Notice of Right of Rescission (Contractor) |  |  |
| Truth in Lending Notice of Right of Rescission (County) |  |  |
| Mortgage Fraud Notice |  |  |
| Contractor’s Disbursement Disclosure |  |  |
| Loan Document Review Disclosure |  |  |
| Document Correction Agreement |  |  |
| Notice of Final Agreement |  |  |
| Contractor’s List of Subs & Suppliers |  |  |
| Contractor’s Disbursement Disclosure for Residential Construction |  |  |

 **ALWAYS KEEP A COPY OF DOCUMENTS SUBMITTED TO TDHCA.**