New Hampshire Housing Homeownership Division

203K/ RD Purchase Rehabilitation Document Checklist

**ALLOW 48 HOURS FOR REVIEW**

**Pre-approval Package**

___ Signed Purchase and Sales Agreement

___ W-9(s) for all contractors

___ Maximum Mortgage Worksheet, signed by underwriter

___ Appraisal (203 rehab must be included in body)

___ All executed contracts with appropriate licenses

___ Contractor Approval Worksheet

___ Certificate of Liability Insurance

___ Homeowner/Contractor Agreement(s)

___ 203k Borrower Acknowledgment (92700A); *FHA only*

___ Scope of work letter from borrower explaining work that is expected

___ Initial disbursement request from each contractor (not to exceed 50%)

___ Home *Flex* Purchase Rehabilitation Loan Program Education Certificate, signed by all borrowers [https://gonewhampshirehousing.com/learn-how/online-education](https://gonewhampshirehousing.com/learn-how/online-education)

**Final Disbursement (New Hampshire Housing’s responsibility)**

___ Mortgagor’s Letter of Completion

___ Final invoices from all contractors

___ Final inspection

___ Executed Final Owner’s Loan Disbursement Affidavit

___ Executed Final Contractor’s Loan Disbursement Affidavit

___ Title update