Urban League of Hampton Roads, Inc. | Empowering Communities. Changing Lives.

Pre-Purchase

Pre-Purchase Client Folder – Check List

Client Name____

Client #______________________ **HUD Case #**______________________

Date Case Created______________ **Date Case Closed**__________________

Service Type: **Home Purchase** **-** **Homeowner Services**

DOCUMENT	**INITIALS**	**DATE**
• **INTAKE FORM (APPLICATION)**	______	______
• **AUTHORIZATION FORM (SIGNED & DATED)**	______	______
• **PRIVACY STATEMENT**		
• **CLIENT/COUNSELOR AGREEMENT**		
• **DISCLOSURE STATEMENT**		
• **CREDIT REPORT (TRI-MERGE)**	______	______
• **WORK PLAN (SIGNED BY COUNSELOR & CLIENT)**	______	______
• **CLIENT NOTES – ENTERED INTO COUNSELORMAX**	______	______
• **BUDGETS** (ALL CREATED)	______	______
• SUPPORTING DOCUMENTS		
○ TAX RETURN	______	______
○ BANK STATEMENTS	______	______
○ PAYROLL CHECKS	______	______
○ OTHER PERTINENT DOCUMENTS	______	______
• **CERTIFICATE**	______	______
○ EDUCATION		
○ En Su Casa Certificate		
• **CLOSING INFORMATION** (HUD-1)	______	______

* **Bold items are required in paper files.**

Revised 3/1/2013