

## 203k (Full) Broker/Correspondent Submission Checklist

Work Write-Up completed by approved HUD Consultant; Work Write-Up to include all pages with cover sheet, Consultant Narrative, Consultant Identity of Interest, Scope of Repairs, Recap of Subtotal and 203k Draw Schedule. Report must be signed and dated by borrower, contractor and HUD consultant

Consultant Report to be provided to AMC upon ordering the 203k Appraisal

Contractor Bid on letterhead signed and dated as independent bid with itemization of labor and materials. Bid must be signed and dated by borrower(s) and contractor

Complete W9 completed by contractor

Contractor License

Contractor Insurance

Completed Contractor Profile

Homeowner Contractor Agreement completed by contractor with total amount of repairs matched to final bid, and actual completion date listed on page 1; All pages signed and dated by contractor and borrower(s)

If following repairs/reconstruction is being completed, following items in addition to above will be required”

Adding another story/extending roof/ structure, need an engineer inspection with invoice; Cost to be added to MMW

Changing design/layout; adding an extensive addition, need architectural plans and spec; provide invoice and cost to be added to MMW

Complete Maximum Mortgage Worksheet (MMW)

Addendum to Maximum Mortgage Worksheet

\*203k Form(s) - Are located on the forms page of AFR’s Resource Center website