



**Woodlands  
Development Group**

**HIP Phone Pre-Qualification**

*\*unverified information for evaluating the likelihood of a potential applicant obtaining assistance*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

County: Randolph\_\_\_ Barbour\_\_\_ Tucker\_\_\_  
Upshur\_\_\_ Pendleton\_\_\_ Lewis\_\_\_ Pocahontas\_\_\_  
*Applicant must live in one of these counties. If other, stop.*

Ownership: Deed\_\_\_ Life Estate\_\_\_ Not Owned\_\_\_  
*Not owning home disqualifies the applicant. Stop.*

Type of Home: Single Family\_\_\_ Mobile Home\_\_\_& Lot\_\_\_ Other\_\_\_  
*Home must be single family. If mobile home, applicant must also own lot. If not, Stop.*

Years Owned: \_\_\_\_\_  
*Must own one year prior to assistance. If necessary, obtain closing date for better determination. If less than one year, stop.*

Household Size: \_\_\_\_\_

Estimated Income: \_\_\_\_\_ Per Month\_\_\_ Per Year\_\_\_

\_\_\_% AMI Very Low\_\_\_ Low\_\_\_ Moderate\_\_\_  
*Use approved guidelines to determine income level. Over 120% AMI do not qualify. Stop.*

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- \_\_\_HIP application w/ document checklist
  - \_\_\_Receive completed HIP application with supporting documents
  - \_\_\_HOC profile submitted, appointment scheduled
  - \_\_\_Site visit
  - \_\_\_Credit check
  - \_\_\_Write-up \_\_\_Before pictures \_\_\_SHPO, if necessary
  - \_\_\_Preliminary loan/grant combination
  - \_\_\_Loan application w/HOC
  - \_\_\_Loan approval
  - \_\_\_Signed docs: \_\_\_Grant agreement \_\_\_Contract \_\_\_Lead pamphlet \_\_\_IFGMP  
\_\_\_LBP Risk Assessment (Contractor) \_\_\_Debarment (Contractor)
  - \_\_\_Begin work
  - \_\_\_Complete work: \_\_\_3<sup>rd</sup> Party Inspection \_\_\_Final Statement \_\_\_Homeowner sign-off  
\_\_\_After pictures