

APPLICATION CHECKLIST

HOMEOWNERS ASSISTANCE PROGRAM (July 2010)

If you have questions pertaining to the checklist, call one of the following Districts that is within your jurisdiction:
Fort Worth, 1-888-231-7751; Sacramento, 1-800-811-5532; and Savannah, 1-800-861-8144.

_____ 1. **APPLICATION** - Complete DD Form 1607 with **original** signatures by you (Part III) and a Personnel Officer. Personnel Officer certification is to establish eligibility for BRAC benefits, i.e., assignment to BRACed position prior to announcement and position is moving or being eliminated (Part IV). Non-BRAC applicants do not need a Personnel Officer's signature. Include e-mail address in block 5 of application form.

_____ 2. **ORDERS TO** – Military member PCS orders to the location of the home requiring assistance when inactive/active duty status is questionable..

_____ 3. **ORDERS OUT** - Orders leaving the location of the home requiring assistance with date and destination indicated. If you have not received PCS orders yet, write "pending" in the line. Your application will be inactive until the district receives your orders; however, you may market your home and coordinate application details with the district. Civilian personnel must provide travel orders and documentation that old position was eliminated or was transferred because of the BRAC 2005 decision. An SF-50 will be required before benefits are paid. Military personnel must indicate if retirement is: ___ Voluntary or ___ Mandatory

_____ 4. **DEED** - Shows ownership of property (when your home was acquired) with county recording information such as the book, page #, and recording date of deed. This information is found in rubber stamp format on the deed you received in the mail after purchase of your home. If the county you reside/resided in updated their technology to replace the rubber stamp with a bar code, then this information may not be available. If that is the case, write whatever reference number the county has provided or the words 'bar coded' over items 18.a. & 18.b.

_____ 5. **PROOF OF OCCUPANCY** - This may be a utility bill or statement of service in applicant's name with property address and indicating the utility is in your name for the period in question.

_____ 6. **COPY OF BILL OF LADING or Do-it-yourself (DITY)** – If you have relocated, provide copies of your receipts/evidence for move of household goods out of the home needing assistance, e.g., bill of lading. If you have not moved out yet, place "pending" on the line, and provide a certification that you will be moving on a certain date. Provide evidence of move documents as soon as you can thereafter.

_____ 7. **PRIVACY ACT STATEMENT** - Provide with the application. Please read, sign and return.

_____ 8. **CERTIFICATE OF ENTITLEMENT AND DECLARATION OF FILING** - Provide with the application. Please read, sign and return. Civilian personnel normally receive closing costs benefits in a regular PCS transfer. Civilians check "I am NOT claiming closing costs under the Homeowners Assistance Program. I am filing or filed for authorized reimbursable closing costs for the sale of my residence with my Permanent Change of Station (PCS) orders." Military personnel do not receive closing cost reimbursement under normal PCS circumstances; therefore, they should check "I am filing for reimbursable closing costs benefits under the HAP Program."

_____ 9. **RIGHT OF ENTRY (IF YOU HAVE LEFT THE AREA AND NOT SOLD YOUR PROPERTY)** - Provided with the application. Please read, sign and return. Please leave a key to your property with your Realtor or with a Point-of-Contact (POC) before you depart the area

_____ 10. Provide a copy of the HUD-1 form (Settlement Statement) from the closing when you bought your home. It must be signed by the buyer(s) and seller(s).

_____ 11. Provide name, telephone number and e-mail address in Section II of the application of a POC. Your POC should be someone who does not live with you that will know your whereabouts at all times. This can be your realtor, or whoever can contact you successfully and quickly. **Please contact the HAP office to update changes in your POC and your address immediately when necessary.**

_____ 12. POWER OF ATTORNEY (POA) (if closing by POA) - Original POA must be notarized and a copy provided to HAP. You only need a power of attorney in this instance: you and your spouse (or someone else) are dual owners of the home. You (or your spouse) are unable to attend closing, in which you will need to go to your local JAG/attorney's office and request a POA so that the person you designate can sign for you (or your spouse) at closing. The HAP needs a copy filed with your application, the original *must* be brought to closing. This is necessary for private sale, private sale augmentation, and government acquisition.

_____ 13. PRIVATE SALE (This applies only if you have already sold your home. If you have not sold your home, place "N/A" on the line) – Provide these documents:

- A copy of signed **Closing Statement (HUD-1)**
- A copy of signed **Sales Contract**
- A copy of signed **Deed of Transfer to Purchaser**
- A copy of signed **Power of Attorney** (if used)
- A copy of the **Release of Liability** from the Lender, VA or FHA. Release(s) of liability are necessary in all home sales that involve the payoff of existing liens (including short sales). You should provide a release for all liens taken against the property.

_____ 14. PRIVATE SALE AUGMENTATION - When you are unable to sell your property for an amount equal to or greater than the outstanding mortgage balance(s) and wish to use HAP benefits (at closing) to complete the sale. A copy of all **mortgage (promissory) notes, Sales Contract (Purchase Agreement)**, and the signed **Authorization and Release of Mortgage Information** form should be forwarded with your application when applying for Private Sale Augmentation. Several days prior to closing, a preliminary HUD-1 will be requested in order to calculate the benefit payment for the closing.

_____ 15. PROOF OF ATTEMPT TO SELL - Real estate listing agreement or newspaper/website advertisement. Newspaper/website advertisement must be accompanied with receipt from newspaper company/online listing company showing period of advertisement. **(Required for conventional HAP only)**

_____ 16. AUTHORIZATION AND RELEASE OF MORTGAGE INFORMATION - Sign the attached two copies of the Authorization and Release of Mortgage Information. Make copies of the Authorization and Release of Mortgage Information form if applicable for additional mortgages. **Send to the U.S. Army Corps of Engineers with this application package**, and when the District begins processing your application, the District will send this to your mortgage company. Sign the attached two copies of the Authorization and Release of Mortgage Information. Make copies of the form if applicable for additional mortgages. Send a copy to each mortgage holder and one copy to the U.S. Army Corps of Engineers with your application package. *Note: Need Authorizations for each mortgage.*

_____ 17. COPY OF ALL MORTGAGE (PROMISSORY) NOTES. You can call your mortgage company to provide you with this information if you did not receive a copy in your closing documents. Typically the promissory note contains the verbiage "I promise to pay X amount", with "X" being the loan amount.

_____ 18. REFINANCED MORTGAGES - If you refinanced your home after the initial purchase, provide a copy of the refinance closing HUD-1 form (signed and dated), a copy of the payoff statement for your original loan, and/or a copy of the mortgage note from the ORIGINAL purchase. The mortgage note should contain the interest rate, term, and principle of your ORIGINAL loan. If you have a second mortgage on your home, please provide a copy of the promissory note. If you have an equity line of credit against the property, provide a copy of document containing interest rate, term, maximum credit limit and a history of transactions on the account.

_____ 19. MOBILE HOMES -If you are requesting HAP benefits for a mobile home, you must provide evidence that the mobile home has been permanently affixed to the land. Include one copy of the Bill of Sale when you originally acquired the mobile home and 1 copy of the title and proof of land ownership.

_____ 20. SHORT SALES - When you have sold your home under a Short Sale provide a copy of HUD-1, Sales Contract (Purchase Agreement), Deficiency Letter from the mortgage company(ies) and all Promissory Notes.

_____ 21. PURCHASE CONTRACT – For military personnel, if the purchase of your home was completed on or after July 1, 2006, please provide a copy of the purchase contract for the home, which is signed and dated by the

buyer(s) and seller(s). *Note: If your purchase contract is signed and dated after July 1, 2006, you are not eligible for benefits.*

_____ 22. HOME IMPROVEMENTS - If you want to receive credit for the improvements listed in your application, please provide legible invoices, detailed statements, receipts and proof of payment for each improvement.

NOTE: In 5-14 days you will receive a notice (preferably by e-mail) informing you of the receipt of your application. In approximately 30 days (from receipt of application) you will receive communication from the assigned HAP representative who has reviewed the file. You will receive a contact name, your application number, a recommended method for communicating (e-mail or telephone), and a list of missing documents, if any. After receipt of this information, refer to your application number whenever you communicate with your HAP representative. We strongly recommend you **DO NOT** call the District office concerning your application's status prior to receiving this information because the review process will not yet be complete. **However, if you have not received your application number and other information within 30 days, contact the district by e-mail or telephone.**

PLEASE SEND ALL REQUESTED DOCUMENTS AT THE SAME TIME.

DD FORM 1607 INSTRUCTIONS

5. EMAIL ADDRESS: Required to expedite correspondence.

10. EMPLOYMENT OR SERVICE AT INSTALLATION: This information is needed from all applicants.

10.b. If you are military, leave blank.

10.d. The date of your orders attaching you to your duty station close to the residence for which you are requesting assistance.

10.e. Accepted phrases include: "active duty," "activated," "career conditional," "career."

10.f. The date of your orders detaching you from your duty station close to the residence for which you are requesting assistance.

10.g. Accepted phrases include: "realignment," "closure," "PCS," "medical transition," "medical retirement," "return to HOR" (home of record, for surviving spouses).

11. REASON FOR DESIRING ASSISTANCE: This information is mandatory, unless a Surviving Spouse.

11.b.(4) RETIRED OR SEPARATED ON: For BRAC 05 affected military personnel only.

12. ADDRESS OF PROPERTY: Required.

13. PERIOD OF OWNERSHIP/OCCUPANCY a. FROM: Date you moved into the residence.

13. PERIOD OF OWNERSHIP/OCCUPANCY b. TO: Date you moved out. If you have not moved out, leave blank.

16. DATE OF PURCHASE: Date you closed on the purchase of your home (the SETTLEMENT DATE on your HUD-1 Settlement Statement), or signed the contract to purchase your home (if you closed after 1 July 2006).

17. PRICE: Purchase Price, Line 101 on your HUD-1 Settlement Statement from when you purchased your home.

18. DEED RECORDED IN: Information related to when your deed was recorded by the county/city. It is printed or stamped on your deed by the recording governmental body. Digitally recorded deeds may have one number instead of a book and page number, or it may be listed on a page attached to the deed. If you do not have this information, contact your county/city property records department.

18.c. DEED RECORDS OF: The county/city where your deed was recorded.

19. APPROXIMATE DISTANCE FROM RESIDENCE TO WORK: Distance from the residence requiring assistance to the duty station where you worked before PCS'ing or being BRAC'ed. This does not apply to wounded warriors or surviving spouses.

20. LIST MAJOR IMPROVEMENTS MADE BY YOU DURING YOUR OWNERSHIP: Include an itemized list of all major improvements you made to your home, including the price paid. These improvements will be included in your purchase price in order to give you the best possible benefit. You must provide valid and legible receipts and proof of payment (copy of canceled checks, "before" and "after" appraisal, credit card receipts/statements and/or bank statements) for any listed improvement.

NOTE: To assist in expediting the processing of applications, applicants should organize receipts. For each improvement, match it to the correct receipt (s). Failure to do so may cause a delay in the processing of your claim.

21. IF DWELLING WAS SOLD:

22.a. SOLD TO: The Buyer of your residence. Located in Block D (NAME AND ADDRESS OF BORROWER) of your sale HUD-1 Settlement Statement.

22.b. DATE SOLD: Date you closed on the sale of your home (the SETTLEMENT DATE on your HUD-1 Settlement Statement).

22.c. SALE PRICE: Line 101 on your HUD-1 Settlement Statement when you sold your home.

22.d. IF DWELLING WAS SOLD, DEED RECORDED IN: Information related to when your deed was recorded by the county/city. It is printed or stamped on your deed by the recording governmental body. Digitally recorded deeds may have one number instead of a book and page number, or it may be listed on a page attached to the deed. If you do not have this information, contact your county/city property records department.

23.a. IF YOU PLAN TO ASK THE GOVERNMENT TO PURCHASE YOUR DWELLING, LENDER NAME: If your loan was sold or transferred, provide the name of the current lender.

24. POINT OF CONTACT TO ALLOW GOVERNMENT CONTRACT APPRAISERS TO GAIN ACCESS TO YOUR DWELLING: This can be your realtor, or whoever has keys to the property.

25. POINT OF CONTACT THAT KNOWS YOUR WHEREABOUTS AT ALL TIMES: Someone who does not live with you. This can be your realtor, relative, friend, or whoever can contact you successfully and quickly.

26.a. I APPLY FOR HOMEOWNERS ASSISTANCE IN THE FOLLOWING CATEGORY: Choose which benefit will be the best for you in your situation. HAP personnel cannot counsel you as to what price you can sell your home for. Try to sell your home at the best price possible (current fair market value).

27.b. The DD Form 1607 with ORIGINAL signatures must be mailed to the Army Corps District handling your application.

28. SECTION IV - VERIFICATION OF EMPLOYMENT OR SERVICE (To be completed by a Personnel Officer): This can be anyone in your chain of command which has access to and control of your personnel records: Orderly, Unit Administrator, Personnel Office, NCOIC, OIC, S/G-1 Personnel. If personnel files are not readily available, documentation, e.g., permanent change of station (PCS) orders, discharge orders, SF50s, or other official documents may be used to establish eligibility; however, the application will be considered incomplete if this section is not filled and signed by an appropriate individual.

MAILING INSTRUCTIONS

The below Homeowners Assistance Program field offices process HAP applications for installations located in the States indicated. Questions and applications should be directed to the field office listed with the state applicable to your home which requires assistance. The DD Form 1607 with ORIGINAL signatures and supporting documentation are sent to the Army Corps District handing your application. It is STRONGLY suggested that you make copies of your full application prior to mailing it to the proper district.

Field Office	For Homes Located In:
U.S. Army Engineer District, Sacramento, CESPCK Real Estate Division (HAP) 1325 J Street Sacramento, CA 95814-2922 1-800-811-5532 Internet Address: http://www.spk.usace.army.mil/organizations/cespk-re/hap/index.html	Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Pacific Ocean Rim, Utah, and Washington
U.S. Army Engineer District, Savannah Attn: CESAS-RE-HM P.O. Box 889 Savannah, GA31402-0889 1-800-861-8144 Internet Address: http://www.sas.usace.army.mil/hapinv/index.html	Connecticut, Delaware, District of Columbia, Europe, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, and West Virginia
U.S. Army Engineer District, Fort Worth, CESWF P.O. Box 17300 Fort Worth, TX 76102-0300 1-888-231-7751 E-mail Address: swf.homeownersassistance@usace.army.mil Internet Address: http://www.swf.usace.army.mil/pubdata/hap/HAP.asp	Alabama, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Tennessee, Texas, Wisconsin, and Wyoming

Sacramento District



Ft. Worth District



Savannah District

