



**EQUAL HOUSING
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or
residential lots

In the provision of real estate
brokerage services

In advertising the sale or rental
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

Anyone who feels he or she has been
discriminated against may file a complaint of
housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

www.hud.gov/fairhousing

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**

FAIR HOUSING AND YOU!



FRANKLIN, the Fair Housing Fox, wants you to know what makes housing "fair." The Fair Housing Act and other fair housing laws protect your family's right to live anywhere they want and can afford to live! When looking for a place to call home, you should not be treated differently because of your race, color, sex, familial status (whether your family has children), religion, national origin (what country you're from), or disability. It's illegal to treat some people less favorably than others without any fair or proper reason. That is discrimination.

Here are some examples of housing discrimination:

- When someone tells your family that they cannot rent an apartment or buy a house because they have children.
- If a landlord tells an African-American or Hispanic family they have to pay more money for rent than a white family.
- When a bank refuses to lend money to someone who wants to buy a house in a minority neighborhood.
- If a blind person is not allowed to rent an apartment because they have a service dog.

Treat others the way you want to be treated.

Dare To Be Fair!

Report Housing Discrimination to HUD



1-800-669-9777
1-800-927-9275 (TTY)
www.hud.gov/fairhousing
www.hud.gov/franklin



Fair Housing – Equal Opportunity for All

America, in every way, represents equality of opportunity for all persons. The rich diversity of its citizens and the spirit of unity that binds us all symbolize the principles of freedom and justice upon which this nation was founded. That is why it is extremely disturbing when new immigrants, minorities, families with children, and persons with disabilities are denied the housing of their choice because of illegal discrimination.

The Department of Housing and Urban Development (HUD) enforces the Fair Housing Act, which prohibits discrimination and the intimidation of people in their homes, apartment buildings, and condominium developments – In nearly all housing transactions, including the rental and sale of housing and the provision of mortgage loans.

Equal access to rental housing and homeownership opportunities is the cornerstone of this nation's federal housing policy. Housing providers who refuse to rent or sell homes to people based on race, color, national origin, religion, sex, familial status, or disability are violating federal law, and HUD will vigorously pursue enforcement actions against them. Housing discrimination is not only illegal, it contradicts in every way the principles of freedom and opportunity we treasure as Americans. HUD is committed to ensuring that everyone is treated equally when searching for a place to call home.

The Fair Housing Act: prohibits discrimination in housing because of:

- Race or color
- National Origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Disability

What Housing is Covered?: The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker and housing operated by organizations and private clubs that limit occupancy to members.

What is Prohibited?

1 the Sale and Rental of Housing: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to rent or sell housing

- Refuse to negotiate for housing
- Make housing unavailable
- Otherwise deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling unit.
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental.
- For profit, persuade, or try to persuade homeowners to sell or rent dwellings by suggesting that people of a particular race, etc. have moved, or are about to move into the neighborhood (blockbusting) or
- Deny any person access to, membership or participation in, any organization, facility or service (such as a multiple listing service) related to the sale or rental of dwellings, or discriminate against any person in the terms or conditions of such access, membership or participation.

In Mortgage Lending: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

Refuse to make a mortgage loan

- Refuse to provide information regarding loans
- Impose different terms or conditions on a loan, such as different interest rates, points, or fees
- Discriminate in appraising property
- Refuse to purchase a loan or
- Set different terms or conditions for purchasing a loan.
- In addition, it is a violation of the Fair Housing Act to:
- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise the right
- Make, print, or publish any statement, in connection with the sale or rental of a dwelling, which indicates a preference, limitation, or discrimination based on race, color, religion, sex, disability, familial status, or national origin. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act
- Refuse to provide homeowners insurance coverage for a dwelling because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling
- Discriminate in the terms or conditions of homeowners insurance coverage because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling. Refuse to provide available information on the full range of homeowners insurance coverage options available because of

the race, etc. of the owner and/or occupants of a dwelling

- Make print or publish any statement, in connection with the provision of home owners insurance coverage, that indicates a preference, limitation or discrimination based on race, color, religion, sex, disability, familial status or national origin.

If You Think your Rights Have Been Violated

What to Tell HUD:

- Your name and address
- The name and address of the person your complaint is against (the respondent)
- The address or other identification of the housing involved
- A short description of the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) of the alleged violation.

Where to Write or Call: File a complaint online, send a letter to the HUD office nearest you, or if you wish, you may call that office directly. Persons who are deaf or hard of hearing and use a TTY, may call those offices through the toll-free Federal Information Relay Service at 1-800-877-8339.

For Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont:

BOSTON REGIONAL OFFICE

(Complaints_office_01@hud.gov)

U.S. Department of Housing and Urban Development

Thomas P. O'Neill Jr. Federal Building

10 Causeway Street, Room 321

Boston, MA 02222-1092

Telephone (617) 994-8300 or 1-800-827-5005

If after contacting the local office nearest you, you **still have questions** – you may contact HUD further at:

U.S. Department of Housing and Urban Development

Office of Fair Housing and Equal Opportunity

451 7th Street, S.W., Room 5204

Washington, DC 20410-2000

Telephone 1-800-669-9777

Fax (202) 708-1425 * TTY 1-800-927-9275

www.hud.gov/fairhousing

If You Are Disabled: HUD also provides:

- A TTY phone for the deaf/hard of hearing users (see above list for the nearest HUD office)
- Interpreters, Tapes and Braille materials
- Assistance in reading and completing forms

What Happens When You File A Complaint?

HUD will notify you in writing when your complaint is accepted for filing under the Fair Housing Act. HUD also will:

- Notify the alleged violator (respondent) of the filing of your complaint, and allow the respondent time to submit a written answer to the complaint.
- Investigate your complaint, and determine whether or not there is reasonable cause to believe that the respondent violated the Fair Housing Act.
- Notify you and the respondent if HUD cannot complete its investigation within 100 days of filing your complaint, and provide reason for the delay.

Adapted from:

http://portal.hud.gov/hudportal/documents/huddoc?id=FHEO_Booklet_Eng.pdf

CAUTION

U.S. Department of
Housing and Urban
Development
Federal Housing Administration (FHA)



OMB Approval No: 2502-0538 (exp. 04/30/2018)

For Your Protection: Get a Home Inspection

Why a Buyer Needs a Home Inspection

A home inspection gives the buyer more detailed information about the overall condition of the home prior to purchase. In a home inspection, a qualified inspector takes an in-depth, unbiased look at your potential new home to:

Evaluate the physical condition: structure, construction, and mechanical systems; Identify items that need to be repaired or replaced; and Estimate the remaining useful life of the major systems, equipment, structure, and finishes.

You Must Ask for a Home Inspection

A home inspection will only occur if you arrange for one. FHA does not perform a home inspection.

Decide early. You may be able to make your contract contingent on the results of the inspection.

Appraisals are Different from Home Inspections

An appraisal is different from a home inspection and does not replace a home inspection. Appraisals estimate the value of the property for lenders. An appraisal is required to ensure the property is marketable. Home inspections evaluate the condition of the home for buyers.

FHA Does Not Guarantee the Value or Condition of your Potential New Home

If you find problems with your new home after closing, FHA cannot give or lend you money for repairs, and FHA cannot buy the home back from you. Ask a qualified home inspector to inspect your potential new home and give you the information you need to make a wise decision.

Radon Gas Testing and other safety/health issues

The United States Environmental Protection Agency and the Surgeon General of the United States have recommended that all houses should be tested for radon. For more information on radon testing, call the toll-free National Radon Information Line at 1-800-SOS-Radon or 1-800-767-7236.

Ask your home inspector about additional health and safety tests that may be relevant for your home.

Be an Informed Buyer

It is your responsibility to be an informed buyer. You have the right to carefully examine your potential new home with a qualified home inspector. To find a qualified home inspector ask for references from friends, realtors, local licensing authorities and organizations that qualify and test home inspectors.



HUD-92564-CN (6/14)



CAUTION

CAUTION

CAUTION



PARA SU PROTECCIÓN: MANDA A HACER UNA INSPECCIÓN DE LA CASA

¿Por qué un comprador necesita una inspección de la casa

Una inspección de la casa da al comprador una información más detallada acerca de la condición totales de la casa antes de la compra. En una inspección de la casa, un inspector calificado toma una mirada imparcial a fondo en su nuevo hogar potencial para:

- Evaluar la condición física: estructura, construcción y sistemas mecánicos;
- Identificar los artículos que necesitan ser reparadas o reemplazadas; y
- Estimar la vida útil restante de los sistemas principales, equipos, estructura y acabados.

Usted debe solicitar una inspección de la casa

Una inspección de la casa sólo ocurrirá si usted solicita uno. LA FHA no realiza una inspección de la casa. Decidir temprano. Usted puede hacer un contrato contingente de acuerdo con el resultado de la inspección.

Tasaciones/ Valoración son diferentes de las Inspecciones de viviendas

Una tasación/valoración es diferente de una inspección de la casa y no sustituye a una inspección de la casa. Tasaciones estiman el valor de la propiedad para los prestamistas. Se requiere una tasación/valoración para asegurar la propiedad es comercializable/vendible. Las inspecciones de casa evalúan la condiciones de la casa para los compradores.

FHA no garantiza el valor o la condición de su Potencial Nuevo Hogar

Si usted encuentra problemas con su nueva casa después de cerrar, la FHA no puede dar o prestar dinero para las reparaciones, y FHA no puede comprar la casa detrás de usted. Pídale a un inspector calificado a inspeccionar su potencial nuevo hogar y le dará la información que necesita para tomar una decisión sabia/acertada.

Pruebas de Radón de los gases y otras medidas de seguridad y de salud

La Agencia de Protección Ambiental de los Estados Unidos y el Cirujano General de los Estados Unidos han recomendado que todas las casas deben someterse a la prueba de radón. Para obtener más información sobre las pruebas de radón, llame gratis a la Línea de Información Nacional sobre el radón en el 1-800-SOS-Radon o llamando al 1-800 -767-7236.

Pregúntele a su inspector de viviendas acerca de salud adicionales y pruebas de seguridad que podrían ser pertinentes para su casa.

Sea un comprador informado

Es su responsabilidad de ser un comprador informado. Usted tiene el derecho de examinar cuidadosamente su nuevo hogar potencial con un inspector calificado. Pregúntele a sus amigos, vecinos, y a otros compradores para que le den referencias a un inspector calificado. También pregúntele a agentes inmobiliarios, busque listados locales de las autoridades de concesión de licencias y las organizaciones que califican y los inspectores de viviendas de prueba.



PRECAUCION

PRECAUCION

Ten Important Questions to Ask Your Home Inspector

1. What does your inspection cover?

The inspector should ensure that their inspection and inspection report will meet all applicable requirements in your state if applicable and will comply with a well-recognized standard of practice and code of ethics. You should be able to request and see a copy of these items ahead of time and ask any questions you may have. If there are any areas you want to make sure are inspected, be sure to identify them upfront.

2. How long have you been practicing in the home inspection profession and how many inspections have you completed?

The inspector should be able to provide his or her history in the profession and perhaps even a few names as referrals. Newer inspectors can be very qualified, and many work with a partner or have access to more experienced inspectors to assist them in the inspection.

3. Are you specifically experienced in residential inspection?

Related experience in construction or engineering is helpful, but is no substitute for training and experience in the unique discipline of home inspection. If the inspection is for a commercial property, then this should be asked about as well.

4. Do you offer to do repairs or improvements based on the inspection?

Some inspector associations and state regulations allow the inspector to perform repair work on problems uncovered in the inspection. Other associations and regulations strictly forbid this as a conflict of interest.

5. How long will the inspection take?

The average on-site inspection time for a single inspector is two to three hours for a typical single-family house; anything significantly less may not be enough time to perform a thorough inspection. Additional inspectors may be brought in for very large properties and buildings.

6. How much will it cost?

Costs vary dramatically, depending on the region, size and age of the house, scope of services and other factors. A typical range might be \$300-\$500, but consider the value of the home inspection in terms of the investment being made. Cost does not necessarily reflect quality. HUD Does not regulate home inspection fees.

7. What type of inspection report do you provide and how long will it take to receive the report?

Ask to see samples and determine whether or not you can understand the inspector's reporting style and if the time parameters fulfill your needs. Most inspectors provide their full report within 24 hours of the inspection.

8. Will I be able to attend the inspection?

This is a valuable educational opportunity, and an inspector's refusal to allow this should raise a red flag. Never pass up this opportunity to see your prospective home through the eyes of an expert.

9. Do you maintain membership in a professional home inspector association?

There are many state and national associations for home inspectors. Request to see their membership ID, and perform whatever due diligence you deem appropriate.

10. Do you participate in continuing education programs to keep your expertise up to date?

One can never know it all, and the inspector's commitment to continuing education is a good measure of his or her professionalism and service to the consumer. This is especially important in cases where the home is much older or includes unique elements requiring additional or updated training.

MONEY GOBBLER

Start by picking three items that eat away your cash.

Discover how much you can save each month.

These minor changes can put \$200 back in your pocket each month.

- | | | |
|-----------------------|-------------------------------------|------------------------|
| Alcohol (High Priced) | Dinners Out | Lottery Tickets |
| ATM Fees | ITunes account | Lunches Out |
| Bank Fees | Dry Cleaning | Magazines |
| Beauty Parlor | Education (Tuition Costs/Textbooks) | Money Orders |
| Beverages | Fast Food | Movie Rentals |
| Bike Accessories | Furniture Rental Fees | Munchies |
| Books | Gambling | Music Lessons |
| Bottled Water | Gifts | Newspapers |
| Cable TV | Greeting Cards | Nights Out |
| Car Washes | Haircuts | Over-limit Fees |
| Cell Phone Plans | Health Clubs | Parking Fees |
| Charitable Donations | Health Food | Pet Costs |
| Church | Hobbies | Phone Calling Cards |
| Club Dues | Home Parties | Postage |
| Coffee | Household Items | Prescriptions |
| Computer Software | Ice Cream | Sales at Retail Stores |
| Cosmetics | Late Payment Fees | Sporting Events |
| Dating | Licenses | Sports |
| Day Trips | Long Distance Calls | Tolls |
| Dental | | Video Games |

Example:

$$\frac{\text{Coffee} \text{ (Item)}}{\text{(\$) 2.00} \text{ (Cost)}} \times \frac{7 \text{ (X) Amount per Week (Amt/Wk.)}}{52 \text{ (X) Wks.}} = \frac{728 \text{ (X) Annual Cost}}{12} = \text{(\$) } \underline{\underline{\$60.00}} \text{ (Monthly Cost (MC))}$$

$$\frac{\text{Item}}{\text{(\$) Cost}} \times \frac{\text{(X) Amt/Week}}{52 \text{ (X) Wks.}} = \frac{\text{Annual Cost}}{12} = \text{(\$) } \underline{\hspace{2cm}} \text{ (MC)}$$

$$\frac{\text{Item}}{\text{(\$) Cost}} \times \frac{\text{(X) Amt/Week}}{52 \text{ (X) Wks.}} = \frac{\text{Annual Cost}}{12} = \text{(\$) } \underline{\hspace{2cm}} \text{ (MC)}$$

Total Potential Savings Each Month (\$)

Budgeting and Credit



Monthly Budget Worksheet

EXPENSES	\$ PLAN	\$ SPENT	\$ O/S	EXPENSES	\$ PLAN	\$ SPENT	\$ O/S
HOUSING				INSURANCE			
HOUSING PAYMENT				AUTO INSURANCE			
ELECTRICITY				(ANNUAL TOTAL ÷ 12)			
HEATING				HOMEOWNERS/RENTERS			
(GAS,OIL) 12 MONTH AVERAGE				(IF NOT IN HOUSE PAYMENT)			
WATER/SEWER				LIFE INSURANCE			
TELEPHONE				HEALTH INSURANCE			
TOTAL				TOTAL			
HOME MAINTENANCE				MEDICAL			
MONTHLY MAINTENANCE				DOCTOR VISITS (# INDIVIDUAL ÷ 12)			
ALLOTMENT				MEDICATION			
CLEANING SUPPLIES				DENTIST			
LAWN CARE				TOTAL			
PEST CONTROL				CLOTHING			
				CLOTHING (COST LAST YEAR ÷ 12)			
				LAUNDRY/DRY CLEANING			
TOTAL				TOTAL			
FOOD				GIFTS & DONATIONS			
FOOD/GROCERIES				BIRTHDAY GIFTS (ANNUAL TOTAL ÷ 12)			
FOOD AT WORK				CHRISTMAS (ANNUAL TOTAL ÷ 12)			
(DAILY AVERAGE X 20 DAYS)				OTHER GIFTS			
SCHOOL LUNCHES X 20 DAYS				(MOTHER'S DAY, ANNIVERSARIES, ETC.)			
TOTAL				CHURCH DONATIONS			
SAVINGS				OTHER CHARITIES			
MONTHLY FAMILY SAVINGS				TOTAL			
TAX REFUND/OTHER MONIES				EDUCATION			
TOTAL				SCHOOL FEES/BOOKS/SUPPLIES			
CAR				NEWSPAPER/MAGAZINES			
GASOLINE				TOTAL			
CAR REPAIRS/MAINTENANCE				ENTERTAINMENT			
(ANNUAL ÷ 12)				MOVIE RENTAL			
LICENSE TAGS/TAXES				CABLE TV			
CAR INSPECTION				ATHLETIC EVENTS/HOBBIES			
TOTAL				VACATIONS			
PERSONAL				EATING OUT			
PERSONAL ITEMS/TOILETRIES				TOTAL			
BARBER/BEAUTY SHOP				OTHER			
ALLOWANCES FOR CHILDREN				'MAD' MONEY			
CHILD CARE				PET SUPPLIES/CARE			
CHILD SUPPORT/ALIMONY				POSTAGE			
TOBACCO (IF NOT INCLUDED IN GROCERIES)				CHECKING ACCOUNT FEES			
ALCOHOLIC BEVERAGES				FAMILY PICTURES/PHOTO PROCESSING			
TOTAL							
				TOTAL			
				MONTHLY TOTALS			

Budgeting and Credit



Debt Payment Worksheet

LOANS, CREDIT CARDS, AND OTHER DEBTS						
CREDITOR						
Starting Date						
Total Balance Due						TOTAL
Interest Rate						
JANUARY						
Amount Paid						
Interest/Charges						
Balance						
FEBRUARY						
Amount Paid						
Interest/Charges						
Balance						
MARCH						
Amount Paid						
Interest/Charges						
Balance						
APRIL						
Amount Paid						
Interest/Charges						
Balance						
MAY						
Amount Paid						
Interest/Charges						
Balance						
JUNE						
Amount Paid						
Interest/Charges						
Balance						
JULY						
Amount Paid						
Interest/Charges						
Balance						
AUGUST						
Amount Paid						
Interest/Charges						
Balance						
SEPTEMBER						
Amount Paid						
Interest/Charges						
Balance						
OCTOBER						
Amount Paid						
Interest/Charges						
Balance						
NOVEMBER						
Amount Paid						
Interest/Charges						
Balance						
DECEMBER						
Amount Paid						
Interest/Charges						
Balance						
BALANCE DUE						



MONTH _____

Matching money in-hand with bills as they arrive is a skill that has to be learned. This worksheet is designed to help you see when bills are due, and to set aside money to pay them. With practice, you will be able to save money from one payday to cover a bill that comes due later in the month.

Divide each expense by the number of weeks in this month and enter the amount in each weekly column across from that expense.

**Money Control
Worksheet**

CASHFLOW						
WEEK	1	2	3	4	5	TOTAL
\$ ON-HAND						
\$ RECEIVED						
\$ RECEIVED						
TOTAL						

PLAN AMOUNT	EXPENSE	1	2	3	4	5	TOTAL EXPENSES	ON-HAND IN NEXT WEEK'S COLUMN
	HOUSING							
	HOME MAINTENANCE							
	FOOD							
	SAVINGS							
	CAR							
	PERSONAL							
	INSURANCE							
	MEDICAL							
	CLOTHING							
	GIFTS AND DONATIONS							
	EDUCATION							
	ENTERTAINMENT							
	OTHER							
	TOTAL CREDITOR DEBTS							
	TOTAL EXPENSES							
	ON-HAND IN NEXT WEEK'S COLUMN							

Budgeting and Credit



3-Month Spending and Saving Planner

Cost	Budget Amount	Actual Spending Month: ____	Actual Spending Month: ____	Actual Spending Month: ____
Rent or mortgage				
Child care or child support				
Lessons or tuition				
Groceries				
Meals at school or work				
Car loan				
Car insurance				
Gas and car repair				
Public transportation and parking				
Major credit cards				
Department store credit				
Electricity, gas, heating oil				
Telephone				
Water and sewer				
Cable television				
Other insurance				
Clothing				
Laundry				
Toiletries				
Medical and doctors				
Memberships and dues				
Church				
Charities				
Home maintenance				
Savings for home repairs				
Savings for goals				
Christmas Club savings				
Hobbies				
Entertainment				
Vacations				
Gifts				
Children's spending money				
Adult spending money				
Other				
	\$	\$	\$	\$

FICUS BANK

4321 Random Boulevard • Somecity, ST 12340

Save this Loan Estimate to compare with your Closing Disclosure.

Loan Estimate

DATE ISSUED 2/15/2013
APPLICANTS Michael Jones and Mary Stone
 123 Anywhere Street
 Anytown, ST 12345
PROPERTY 456 Somewhere Avenue
 Anytown, ST 12345
SALE PRICE \$180,000

LOAN TERM 30 years
PURPOSE Purchase
PRODUCT Fixed Rate
LOAN TYPE Conventional FHA VA _____
LOAN ID # 123456789
RATE LOCK NO YES, until 4/16/2013 at 5:00 p.m. EDT
Before closing, your interest rate, points, and lender credits can change unless you lock the interest rate. All other estimated closing costs expire on 3/4/2013 at 5:00 p.m. EDT

Loan Terms	Can this amount increase after closing?	
Loan Amount	\$162,000	NO
Interest Rate	3.875%	NO
Monthly Principal & Interest <i>See Projected Payments below for your Estimated Total Monthly Payment</i>	\$761.78	NO
Prepayment Penalty	Does the loan have these features? YES • As high as \$3,240 if you pay off the loan during the first 2 years	
Balloon Payment	NO	

Projected Payments		
Payment Calculation	Years 1-7	Years 8-30
Principal & Interest	\$761.78	\$761.78
Mortgage Insurance	+ 82	+ —
Estimated Escrow <i>Amount can increase over time</i>	+ 206	+ 206
Estimated Total Monthly Payment	\$1,050	\$968
Estimated Taxes, Insurance & Assessments <i>Amount can increase over time</i>	\$206 a month	This estimate includes <input checked="" type="checkbox"/> Property Taxes <input checked="" type="checkbox"/> Homeowner's Insurance <input type="checkbox"/> Other: <i>See Section G on page 2 for escrowed property costs. You must pay for other property costs separately.</i>
		In escrow? YES YES

Costs at Closing	
Estimated Closing Costs	\$8,054 Includes \$5,672 in Loan Costs + \$2,382 in Other Costs – \$0 in Lender Credits. See page 2 for details.
Estimated Cash to Close	\$16,054 Includes Closing Costs. See Calculating Cash to Close on page 2 for details.

Visit www.consumerfinance.gov/mortgage-estimate for general information and tools.

Closing Cost Details

Loan Costs

A. Origination Charges	\$1,802
.25 % of Loan Amount (Points)	\$405
Application Fee	\$300
Underwriting Fee	\$1,097

B. Services You Cannot Shop For	\$672
Appraisal Fee	\$405
Credit Report Fee	\$30
Flood Determination Fee	\$20
Flood Monitoring Fee	\$32
Tax Monitoring Fee	\$75
Tax Status Research Fee	\$110

C. Services You Can Shop For	\$3,198
Pest Inspection Fee	\$135
Survey Fee	\$65
Title – Insurance Binder	\$700
Title – Lender's Title Policy	\$535
Title – Settlement Agent Fee	\$502
Title – Title Search	\$1,261

D. TOTAL LOAN COSTS (A + B + C) \$5,672

Other Costs

E. Taxes and Other Government Fees	\$85
Recording Fees and Other Taxes	\$85
Transfer Taxes	

F. Prepays	\$867
Homeowner's Insurance Premium (6 months)	\$605
Mortgage Insurance Premium (months)	
Prepaid Interest (\$17.44 per day for 15 days @ 3.875%)	\$262
Property Taxes (months)	

G. Initial Escrow Payment at Closing	\$413
Homeowner's Insurance \$100.83 per month for 2 mo.	\$202
Mortgage Insurance per month for mo.	
Property Taxes \$105.30 per month for 2 mo.	\$211

H. Other	\$1,017
Title – Owner's Title Policy (optional)	\$1,017

I. TOTAL OTHER COSTS (E + F + G + H) \$2,382

J. TOTAL CLOSING COSTS \$8,054

D + I	\$8,054
Lender Credits	

Calculating Cash to Close

Total Closing Costs (J)	\$8,054
Closing Costs Financed (Paid from your Loan Amount)	\$0
Down Payment/Funds from Borrower	\$18,000
Deposit	– \$10,000
Funds for Borrower	\$0
Seller Credits	\$0
Adjustments and Other Credits	\$0
Estimated Cash to Close	\$16,054

Additional Information About This Loan

LENDER Ficus Bank
NMLS/___ LICENSE ID
LOAN OFFICER Joe Smith
NMLS/___ LICENSE ID 12345
EMAIL joesmith@ficusbank.com
PHONE 123-456-7890

MORTGAGE BROKER
NMLS/___ LICENSE ID
LOAN OFFICER
NMLS/___ LICENSE ID
EMAIL
PHONE

Comparisons

Use these measures to compare this loan with other loans.

In 5 Years	\$56,582	Total you will have paid in principal, interest, mortgage insurance, and loan costs.
	\$15,773	Principal you will have paid off.
Annual Percentage Rate (APR)	4.274%	Your costs over the loan term expressed as a rate. This is not your interest rate.
Total Interest Percentage (TIP)	69.45%	The total amount of interest that you will pay over the loan term as a percentage of your loan amount.

Other Considerations

- Appraisal** We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.
- Assumption** If you sell or transfer this property to another person, we
 will allow, under certain conditions, this person to assume this loan on the original terms.
 will not allow assumption of this loan on the original terms.
- Homeowner's Insurance** This loan requires homeowner's insurance on the property, which you may obtain from a company of your choice that we find acceptable.
- Late Payment** If your payment is more than 15 days late, we will charge a late fee of 5% of the monthly principal and interest payment.
- Refinance** Refinancing this loan will depend on your future financial situation, the property value, and market conditions. You may not be able to refinance this loan.
- Servicing** We intend
 to service your loan. If so, you will make your payments to us.
 to transfer servicing of your loan.

Confirm Receipt

By signing, you are only confirming that you have received this form. You do not have to accept this loan because you have signed or received this form.

Applicant Signature

Date

Co-Applicant Signature

Date

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your Loan Estimate.

Closing Information

Date Issued 4/15/2013
Closing Date 4/15/2013
Disbursement Date 4/15/2013
Settlement Agent Epsilon Title Co.
File # 12-3456
Property 456 Somewhere Ave
 Anytown, ST 12345
Sale Price \$180,000

Transaction Information

Borrower Michael Jones and Mary Stone
 123 Anywhere Street
 Anytown, ST 12345
Seller Steve Cole and Amy Doe
 321 Somewhere Drive
 Anytown, ST 12345
Lender Ficus Bank

Loan Information

Loan Term 30 years
Purpose Purchase
Product Fixed Rate
Loan Type Conventional FHA
 VA
Loan ID # 123456789
MIC # 000654321

Loan Terms	Can this amount increase after closing?	
Loan Amount	\$162,000	NO
Interest Rate	3.875%	NO
Monthly Principal & Interest <i>See Projected Payments below for your Estimated Total Monthly Payment</i>	\$761.78	NO
Prepayment Penalty	Does the loan have these features? YES • As high as \$3,240 if you pay off the loan during the first 2 years	
Balloon Payment	NO	

Projected Payments	Years 1-7	Years 8-30
Payment Calculation		
Principal & Interest	\$761.78	\$761.78
Mortgage Insurance	+ 82.35	+ —
Estimated Escrow <i>Amount can increase over time</i>	+ 206.13	+ 206.13
Estimated Total Monthly Payment	\$1,050.26	\$967.91
Estimated Taxes, Insurance & Assessments <i>Amount can increase over time See page 4 for details</i>	\$356.13 a month	This estimate includes <input checked="" type="checkbox"/> Property Taxes <input checked="" type="checkbox"/> Homeowner's Insurance <input checked="" type="checkbox"/> Other: Homeowner's Association Dues <i>See Escrow Account on page 4 for details. You must pay for other property costs separately.</i>
		In escrow? YES YES NO

Costs at Closing	
Closing Costs	\$9,712.10 Includes \$4,694.05 in Loan Costs + \$5,018.05 in Other Costs – \$0 in Lender Credits. See page 2 for details.
Cash to Close	\$14,147.26 Includes Closing Costs. See Calculating Cash to Close on page 3 for details.

CHFA Downpayment Assistance Program (DAP)

The Downpayment Assistance Program (DAP) offers supplementary loans at below-market interest rates to eligible borrowers of home loans who are unable to raise sufficient funds to pay the upfront expenses associated with purchasing a home.

Please note: A DAP loan is not intended to finance the purchase of a home. Because CHFA recognizes that the foremost obstacle to homeownership is a potential homebuyer's inability to cover the down payment and closing costs of a home purchase, DAP loans can be used in conjunction with CHFA home loans. An eligible borrower must show his or her ability to repay the primary mortgage and the DAP loan in order to qualify for assistance under this program.

Downpayment Assistance Program Interest Rates

In most cases, the DAP interest rate will match the interest rate of the borrower's first mortgage (up to 6 %). However some borrowers under the [Homeownership Program](#), the [Home of Your Own Loan Program](#), the [Police Homeownership Mortgage Program](#) and the [Section 8 Housing Choice Voucher Homeownership Program](#) may be eligible for a lower interest rate.

Who can apply for a Downpayment Assistance Program loan?

Any borrower who qualifies for a CHFA first mortgage can also apply for a DAP loan of at least \$3,000. Generally, borrowers must demonstrate that they have sufficient income to pay both loans but lack sufficient savings to afford a down payment and/or the closing costs on the home. In addition, the applicant must be able to afford the \$200 application fee for the program and must attend a free 3-hour homebuyer education class before closing on the loan.

How much Downpayment Assistance can you receive?

The minimum DAP loan amount is \$3,000. The maximum DAP loan amount will be equal to the minimum downpayment required for the loan program applied for, generally between 3% - 3.50% of the homes sales price.

What else should you know about a DAP loan?

- **Loan amounts may vary.**
While the minimum DAP loan amount is \$3,000, the actual down payment required might exceed this sum depending upon the purchase price of the home. Typically, at least 3.5 % of the total purchase price of a home is required for a down payment. (This is determined by the mortgage insurer.)
- **Loan eligibility may depend on household savings.**
DAP applicants are required to use all liquid assets or household savings above \$10,000 towards a down payment. This requirement does not apply to borrowers under the Police Homeownership Program and the Teachers Mortgage Assistance Program. Retirement accounts are excluded from the asset test.

- **An application fee is required.**
There is a \$200 application fee for a DAP loan.
 - **You will need to complete a homebuyer education class.**
Under this program, a borrower must attend a free [three-hour homebuyer education class](#) before closing on the loan. Classes are held at several locations in the state each month.
 - **Other down payment assistance may be available from your town or city.**
Some towns and cities provide down payment assistance in the form of low interest loans or grants to eligible residents. Prospective homebuyers should inquire with their local Department of Economic and Community Development to investigate whether this assistance is available.
-

How do you apply for a Downpayment Assistance Program loan?

To be eligible for a DAP loan, borrowers must apply and qualify for a CHFA first mortgage. To apply for a Downpayment Assistance Program loan, prospective borrowers should contact one of CHFA's [Participating Lenders](#) for guidance through the loan application process. Generally, the entire loan process takes between six and eight weeks.

Questions? Contact CHFA.

Prospective borrowers should first contact their lender for information on this loan program. For additional assistance, borrowers may contact CHFA's single-family underwriting department.

Phone: (860) 571-3502

Fax: (860) 571-3550

Email: sfaminquiry@chfa.org

Mailing Address:

CHFA

Attn: Single Family Underwriting

999 West Street

Rocky Hill, CT 06067-4005

DOWNPAYMENT ASSISTANCE PROGRAM (DAP)
LOAN APPLICATION AND QUALIFICATION FORM
REQUIRING DOWNPAYMENT AND CLOSING COST ASSISTANCE

CHFA Loan #: _____

A. Borrower(s) Information

BORROWER NAME: _____

CO-BORROWER NAME: _____

PROPERTY ADDRESS: _____

B. Summary of Assets

Borrower/Co-Borrower "B" "CB"	<u>ACCOUNT NAME/TYPE</u>	<u>ACCOUNT #</u>	<u>BALANCE</u> <u>(Rounded to nearest \$)</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	+ \$ _____
			\$ _____
			<u>Total Assets</u>

C. Calculating the Second Mortgage Amount

1. Amount Required for Closing Costs

a. Total available Assets (Total section B) \$ _____

b. Enter the borrower's "Total Assets" from section B, with a maximum of either \$10,000 or the required PITI reserves, whichever is greater. - _____

c. Equals amount available for Closing Costs. (C.1.a minus C.1.b = C.1.c.) \$ _____

d. Closing cost calculation from GFES:

- 1st mortgage closing costs, including all prepaids UFMIP, VA, and USDA(RD) funding Fees. \$ _____ +
- Minus UFMIP, USDA(RD), VA Funding Fee. \$ _____ -
- Plus 2nd mortgage closing costs. \$ _____ +
- Minus seller paid costs or other. \$ _____ - = - \$ _____

e. Equals amount required for Closing Costs (C.1.d. minus C.1.c. = C.1.e.) - \$ _____

Note:
**If reserve requirement exceeds \$10,000, borrower may retain that amount to meet the reserve requirement only.*
On multi-family transactions, minus 3 months PITI reserves required for 2 to 4 unit properties

If C.1.e. is \$0 or negative, STOP! Closing Cost Assistance is not required. Use DAPappONLY form for downpayment assistance only.

CHFA Loan # _____

2. Amount Required For Downpayment

- a. Enter the lesser of the Sales Price or Appraised Value. - \$ _____
- b. Minus 1st mortgage amount (For FHA loans, use base loan amount from line 3.a. of MCAW.) - \$ _____
- c. Equals Downpayment Assistance required - \$ _____
- d. Downpayment paid by borrower. - \$ _____

3. Total Assistance Required (C.1.e. plus C.2.c. =) \$ _____
(C.2.c. must be at least \$3,000)

D. Proposed Mortgage Summary

- 1. 1st mortgage (including UFMIP) \$ _____
- 2. Plus DAP 2nd mortgage (enter figure from C.3) + \$ _____
- 3. Combined total of 1st and 2nd mortgages \$ _____

E. Lender Comments

F. Lender Acknowledgement

The undersigned has reviewed this Application for a Downpayment Assistance Loan pursuant to the CHFA DAP Program Manual. It is our finding that the Application meets all of the underwriting and eligibility criteria, and we recommend that a loan for Downpayment and Closing Cost purposes in the amount of \$ _____ be approved.

Signature

Date

Company

G. Borrower(s) Acknowledgement

The undersigned acknowledges that the asset information contained in Section B. (Summary of Assets) is true and complete, completion of counseling is required prior to CHFA loan commitment and that this form constitutes an Application for Downpayment and Closing Cost Assistance through the CHFA Downpayment Assistance Program.

Borrower

Date

Borrower

Date

Lender: _____
NMLS ID: _____
Loan Originator: _____
NMLS ID: _____

UNDERSTANDING RECAPTURE TAX

CONGRATULATIONS on choosing the Connecticut Housing Finance Authority's Homebuyer Program to finance the purchase of your home. Because the purchase of your home is being financed with tax exempt bond proceeds, you may be subject to a recapture tax at the time you sell your home. However, you will not be required to pay this recapture tax if any one of the following applies or you may be eligible for reimbursement from CHFA.

- Your income is below the designated federal income limit at the time you sell or otherwise dispose of your home.
- You sell your home more than nine (9) years after you buy it.
- You do not realize a gain on the sale of your home.

Please review the "Recapture Tax Threshold Income Limits" chart (CHFA Form 048-0405) located at www.chfa.org if you sell your home within nine (9) years of purchase to determine if your income exceeds the listed limits in the year you sell or otherwise dispose of your property.

If your income exceeds the federal income limit for the year in which you sell your home, you will then need to determine the recapture percentage for the corresponding year you sell your home, as noted below, in order to calculate the recapture tax:

<u>Home Sold</u>	<u>Recapture Percentage</u>
Year 1	1.25%
Year 2	2.50%
Year 3	3.75%
Year 4	5.00%
Year 5	6.25%
Year 6	5.00%
Year 7	3.75%
Year 8	2.50%
Year 9	1.25%

Below are the steps required to determine the recapture tax for the year in which you sell your home.

1. INCOME LIMIT - Determine your modified adjusted gross income below:

Adjusted Gross Income from IRS 1040	\$ _____
Tax exempt income earned for the year	+ _____
Gain on sale of the home	- _____
Modified Adjusted Gross Income	= \$ _____

Then determine if this income exceeds the "Recapture Tax Threshold Income Limits" (CHFA Form #048-0405) for your family size and home location, based on the year you are selling your home. If you exceed the limit, continue; if not, no recapture tax is due.

2. INCOME PERCENTAGE
 Subtract the federal threshold income in the chart from your Modified Adjusted Gross Income (1. above). Then, divide that amount by \$5,000 in order to get the income percentage. (However, if the result is over 100%, use 100%).
3. RECAPTURE PERCENTAGE
 Determine the recapture percentage due based on the year you are selling your home.
4. CALCULATING RECAPTURE TAX
 Multiply your original amount borrowed times the recapture percentage times the income percentage in 2. above. This amount, or 50% of the gain on the sale of your home, whichever is less, is the recapture tax for the year in which you sell your home.

Please Note: You may be eligible to receive reimbursement from CHFA if you are required to make the Federal Recapture Tax payment. See "Request for Federal Recapture Tax Reimbursement" (CHFA Form 049-0313).

We hope you have found this information helpful in understanding the Federal Recapture Tax. If you have any questions, please discuss them with your mortgage loan officer or reference the Internal Revenue Service (IRS) guidelines.

Lender: _____
 NMLS ID: _____
 Loan Originator: _____
 NMLS ID: _____

**NOTICE OF POTENTIAL RECAPTURE
TAX ON SALE OF HOME**

Because you are receiving a mortgage loan from the proceeds of a tax-exempt bond, you are receiving the benefit of a lower interest rate than is customarily charged on other mortgage loans. If you sell or otherwise dispose of your home, within nine years of purchase, this benefit may be "recaptured." The recapture is accomplished by an increase in your federal income tax for the year in which you sell your home. The recapture only applies, however, if you sell your home at a gain and if your income increases above specified levels.

You may wish to consult a tax advisor or the local office of the Internal Revenue Service at the time you sell your home to determine the amount, if any, of the recapture tax. At the closing of the purchase of your home, you will be given additional information that will be needed to calculate the potential recapture tax.

You may be eligible to receive reimbursement from CHFA if you are required to make a recapture tax payment. To request reimbursement, you must submit a written request to CHFA no later than December 31st of the year the federal recapture tax is owed and paid.

Example:

If your home is sold in 2014 and the tax return is filed in 2015, the request for reimbursement must be filed with CHFA no later than December 31, 2015. (Reimbursement requests must be submitted to CHFA before year end in the same year the tax was owed and paid to the IRS).

Please see the document provided to you at the loan closing entitled Notice to Mortgagor of Maximum Recapture Tax and Method to Compute Recapture Tax on Sale of Home for further information.

The undersigned acknowledges receipt of a copy of this Notice. I/We have read and understood the above disclosure.

If I/we sell or transfer the home being financed with this mortgage loan during the first nine years after the date of closing, I/we have the responsibility of computing and paying the recapture amount, if any, due the federal government.

_____/_____
 (Borrower-Signature) (Type/Print Name) Date: _____

_____/_____
 (Borrower-Signature) (Type/Print Name) Date: _____

Lender: _____
 NMLS ID: _____
 Loan Originator: _____
 NMLS ID: _____

**NOTICE TO MORTGAGOR OF MAXIMUM RECAPTURE TAX AND
METHOD TO COMPUTE RECAPTURE TAX ON SALE OF HOME**

Loan #: _____

Borrower/s Name: _____

A. Introduction

1. **General.** Your home is being financed in whole or in part with tax-exempt bond proceeds issued by the Connecticut Housing Finance Authority (CHFA), therefore, when you sell your home you may have to pay a recapture tax as calculated below. In addition, the recapture tax may also apply if you dispose of your home in some other way. Any reference in this notice to the "sale" of your home also includes other ways of disposing of your home. For instance, you may owe the recapture tax if you give your home to a relative.
2. **Exceptions.** In the following situations, no recapture tax is due and you do not need to do the calculations:
 - (a) You dispose of your home later than nine years after you close your mortgage loan;
 - (b) Your home is disposed of as a result of your death;
 - (c) You transfer your home either to your spouse or to your former spouse incident to divorce and you have no gain or loss included in your income under section 1041 of the Internal Revenue Code; or
 - (d) You dispose of your home at a loss.

B. Maximum Recapture Tax. The maximum recapture tax that you may be required to pay as an addition to your federal income tax is \$ _____. This amount is 6.25% of the highest principal amount of your mortgage loan and is your federally subsidized amount with respect to the loan.

C. Actual Recapture Tax. The actual recapture tax, if any, can only be determined when you sell your home, and is the lesser of (1) 50% of your gain on the sale of your home, regardless of whether you have to include that gain in your income for federal income tax purposes, or (2) your *recapture amount* determined by multiplying the following three numbers:

- (i) \$ _____ (the *Maximum Recapture Tax*, as described in paragraph B above),
- (ii) The *Holding Period Percentage*, as listed in column 1 in the Table, and
- (iii) The *Income Percentage*, as described in paragraph D below.

D. Income Percentage. You calculate the income percentage as follows:

- (i) Subtract the applicable *Adjusted Qualifying Income* in the taxable year in which you sell your home, as listed in Column 2 in the Table, from your *modified adjusted gross income* in the taxable year in which you sell your home.

Your *modified adjusted gross income* means your *adjusted gross income* shown on your federal income tax return for the taxable year in which you sell your home, with the following two adjustments: (a) your adjusted gross income must be *increased* by the amount of any interest that you receive or accrue in the taxable year from tax-exempt bonds that is excluded from your gross income (under section 103 of the Internal Revenue Code); and (b) your adjusted gross income must be *decreased* by the amount of any gain included in your gross income by reason of the sale of your home.

- (ii) If the amount calculated in (i) above is zero or less, you owe no recapture tax and do not need to make any more calculations. If it is \$5,000 or more, your income percentage is 100%. If it is greater than zero but less than \$5,000, it must be divided by \$5,000. This fraction, expressed as a percentage, represents your income percentage. For example, if the fraction is \$1,000/\$5,000, your income percentage is 20%.

E. Limitations and Special Rules on Recapture Tax

1. If you give away your home (other than to your spouse or ex-spouse incident to divorce), you must determine your actual recapture tax as if you had sold your home for its fair market value.

2. If your home is destroyed by fire, storm, flood, or other casualty, there generally is no recapture tax if, within two years, you purchase additional property for use as your principal residence on the site of the home financed with your original subsidized mortgage loan.
3. In general, except as provided in future regulations, if two or more persons own a home and are jointly liable for the subsidized mortgage loan, the actual recapture tax is determined separately for them based on their interest in the home.
4. If you repay your loan in full during the nine year recapture period and you sell your home during this period, your holding period percentage may be reduced under the special rule in section 143(m)(4)(C)(ii) of the Internal Revenue Code.
5. Other special rules may apply in particular circumstances. You may wish to consult with a tax advisor or the local office of the Internal Revenue Service when you sell or otherwise dispose of your home to determine the amount, if any, of your actual recapture tax. See section 143(m) of the Internal Revenue Code generally.

TABLE			
How long did you own the Home	(Column 1) Holding Period Percentage	(Column 2)- <u>Adjusted Qualifying Income</u>	
		Household size (2 or Less)	Household size (3 or more)
Less than 1 year	20		
Greater than 1 yr, Less than 2 yrs	40		
Greater than 2 yrs, Less than 3 yrs	60		
Greater than 3 yrs, Less than 4 yrs	80	<i>See "Recapture Tax Threshold Income Limit Chart" for current year figures (CHFA Form 048-0405)</i>	
Greater than 4 yrs, Less than 5 yrs	100		
Greater than 5 yrs, Less than 6 yrs	80		
Greater than 6 yrs, Less than 7 yrs	60		
Greater than 7 yrs, Less than 8 yrs	40		
Greater than 8 yrs, Less than 9 yrs	20		

- F. **CHFA Reimbursement Request** - You may be eligible to receive reimbursement from CHFA if you are required to make the federal recapture tax payment. In order to request reimbursement, please submit a written request to CHFA no later than December 31st of the calendar year in which the federal recapture tax is owed and paid, along with the following documents:
1. A copy of the signed TRID – Closing Disclosure (*formerly HUD-1 Settlement Statement*) proof of sale of the property or, in the instance where the home is disposed of by a method other than sale, documentation evidencing the transfer of title and the recapture tax assessment;
 2. A copy of your filed federal tax return, along with all schedules including IRS Form 8828, for the year in which the recapture tax was assessed and paid; and
 3. Evidence of payment of the recapture tax.

Please mail the completed recapture tax request package to: Connecticut Housing Finance Authority
Residential Mortgage Programs
Recapture Tax Reimbursement
999 West Street - Rocky Hill, CT 06067

Please note that CHFA may require additional information and/or documentation in order to approve a request for reimbursement and such approval shall be granted at the sole discretion of CHFA, subject to funding constraints and applicable statutory and procedural requirements.

I HAVE READ THE ABOVE RECAPTURE REQUIREMENT AND ACKNOWLEDGE THAT I HAVE RECEIVED INFORMATION AS TO THE FEDERAL SUBSIDIZED LOAN AMOUNT AND THE INCOME LIMITS FOR FAMILY SIZE FOR EACH OF THE NINE YEARS THE RECAPTURE TAX MAY APPLY. I ALSO ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE FOR COMPUTING AND PAYING ANY RECAPTURE TAX WHICH I MAY OWE AND THAT I WILL NOT RECEIVE ANY ADDITIONAL INFORMATION FROM CHFA.

Lender: _____
 NMLS ID: _____ (Borrower) _____ (Date)
 Loan Originator: _____
 NMLS ID: _____ (Borrower) _____ (Date)

Home Maintenance Checklist

Timing is everything, especially when it comes to home maintenance. Maintenance performed regularly can help maximize the lifespan of your home and its systems and prevent expensive problems. Timing may vary according to where you live, so this checklist is designed to give you basic suggestions from which you can pick and choose what's right for you, your home, your location and your family.

Tasks	S P R I N G	F A L L	A N N U A L	Tasks	S P R I N G	F A L L	A N N U A L
Foundation and Basement				Interior Surfaces			
Inspect for signs of termites and wood decay			✓	Check all finished surfaces for dirt, finish failure and required repairs	✓	✓	
Check grading to assure that water will drain away from foundation			✓	Check all joints in ceramic tile, laminated plastic and similar surfaces	✓	✓	
Check basement for dampness or leaking following wet weather			✓	Check caulk or grouting around bathtubs, showers and sinks	✓	✓	
Doors and Windows				Floors			
Check doors, windows and trim for finish failure	✓	✓		Check for wear and damage, particularly where one material meets another (e.g., wood and carpet)			✓
Check glazed openings for loose putty	✓	✓		Evaluate for replacement or refinishing			✓
Check for broken glass and damaged screens	✓	✓		Electrical System			
Take down screens (if removable); clean and store them		✓		Check condition of cords to all appliances and plugs	✓	✓	
Lubricate window hardware	✓	✓		Check areas where wiring is exposed and replace at first sign of damage	✓	✓	
Check weatherstripping for damage and tightness of fit	✓	✓		Check smoke detectors	✓	✓	
Check caulking at doors, windows and all other openings and joints between different materials (e.g., wood and masonry)	✓	✓		If fuses blow or breakers trip frequently, call an electrician to locate the cause and make repairs			✓
Exterior Walls				Heating and Cooling Systems			
Check masonry for cracks and loose joints	✓	✓		Clean or change air filters	✓	✓	
Check painted surfaces for paint failure	✓	✓		Have systems checked by qualified service person	✓	✓	
Check siding and trim for damage or decay	✓	✓		Remove window air conditioners for winter or put weatherproof covers on them		✓	
Check all trim for tightness of fit at joints, caulk	✓	✓		Clean dirt and dust from around furnaces, condensing unit, grills and registers	✓	✓	
Roof				Service humidifier and dehumidifier		✓	
Check for damaged or loose shingles and blisters	✓	✓		Plumbing System			
Check underside of roof where accessible (or attic) for water stains or dampness	✓	✓		Check faucets hose bibbs, flush valves and sinks for leakage and corrosion	✓	✓	
Check for damaged flashings around vents and chimneys	✓	✓		Have service person check septic system			✓
Check for damaged gutters, downspouts, hangers, strainers and splash blocks or if paint is needed on them	✓	✓		Check water heater for leakage, corrosion and obstruction			✓
Clean gutters, strainers, downspouts and splash blocks	✓	✓		Grounds and Yard			
Check vents, louvers and chimney caps and housings for cracks and debris		✓		Drain outside water lines and hoses		✓	
Check fascias and soffits for paint failure and decay	✓	✓		Clean area wells, window wells and storm drains		✓	✓
Check antenna guy wires and supports	✓	✓		Check driveways and sidewalks for cracks and yard for soil erosion	✓	✓	
Evaluate roof for future replacement			✓				