

Homeowner Responsibilities

1. Complete your application with appropriate signatures and dates
2. Gather the required documents for your interview
3. Make an appointment with a Loan Service Representative (LSR) for an interview
4. Attend your scheduled interview appointment on time (no later than 15 minutes late)
5. Submit all the necessary documents to your LSR
6. Follow-up on your application process within 10 days if necessary
 - a. Pay taxes
 - b. File changes to Deed
 - c. Bring in missing documents
7. Recertify your eligibility status until the City of Dallas (COD) Home Repair Inspector completes your work write-up
8. Await an appointment for a COD Home Repair Inspector and LSR to perform your work write-up
9. Allow the Home Repair Staff to thoroughly inspect your home
10. Allow Contractors to use your utilities while performing the work
11. Allow Contractors to access their work areas in your home
12. Sign all necessary documents for loan closing, work write-up, payment draws, inspections and change orders
13. Communicate any concerns with your LSR or Home Repair Inspector
14. Maintain your home after repairs are completed
15. Enjoy the repairs to your home by living there for the duration of your lien period