

(Complete and Email this Form to: [dhapinspections@dallascityhall.com](mailto:dhapinspections@dallascityhall.com))

## City of Dallas Homebuyer Assistance Program (DHAP) Initial Minimum Housing Standard (MHS) Review Request

**This request may only be completed and submitted, once a homebuyer has been registered through the DHAP Loan Registration System. The registration confirms, with a Loan Number, that funds have been reserved for a homebuyer, for the purchase of the specific property detailed below.**

Loan Number \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Property Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Property Access Contacts:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_

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## City of Dallas Homebuyer Assistance Program (DHAP) Minimum Housing Standard (MHS) Review Seller Disclosure

The goal of the DHAP is to provide decent, safe, and sanitary housing. The City has set forth basic Minimum Housing Standards (MHS) that all units must satisfy prior to the completion of the home purchase. The primary objective of these standards is to assure a basic level of acceptable housing and to establish minimum criteria. These requirements focus on health and safety concerns and the functionality of systems.

Authorized representatives of the City of Dallas must make a determination of the structures' MHS acceptability, regardless of the participant's possible willingness to accept any deficient condition. MHS results may not be relied upon by the applicant, for anything other than satisfying DHAP requirements. It is strongly recommended that applicants obtain a Texas Real Estate Commission (TREC) property inspection, but it is not a requirement to access DHAP. The City of Dallas does not warranty or guarantee any repair, hidden deficiency or adverse condition of the property.

### General Information

- \* All MHS required repairs must be completed prior to closing.
- \* MHS Reviews must be completed by an authorized representative of the City of Dallas.
- \* It is important that MHS Reviews are ordered during the option period of the purchase contract.
- \* All repairs must start after the initial MHS review and must be completed prior to the final review by the authorized representative of the City of Dallas.
- \* City of Dallas has no responsibility or liability for any deficiency or repairs to the purchased property before, during or after closing.

Loan Number \_\_\_\_\_

Property Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Seller \_\_\_\_\_

Seller Signature \_\_\_\_\_ Date \_\_\_\_\_

## MHS Review Process

### Initial Review

- Once the purchase contract has been executed, DHAP lenders will be allowed to register a homebuyer with the DHAP. This should be done swiftly, to ensure that the MHS Review is performed during the option period of the purchase contract.
- To request an MHS Review, the party attempting to initiate the review must do so by completing an Initial MHS Request Form and forward to the City, along with the attached MHS Review Seller Disclosure (must be signed/dated by borrower and seller) via email to:
  - [dhapinspections@dallascityhall.com](mailto:dhapinspections@dallascityhall.com)
- Within 48 hours of the submission of the request, a representative of the City of Dallas will contact the requesting party to confirm the time and date of the review.

### Final Review

- To request a Final MHS Review, the party attempting to initiate the review must do so by completing and submitting the Final MHS Review Request Form.
- The form must be completed and forwarded to the City, via email to:
  - [dhapinspections@dallascityhall.com](mailto:dhapinspections@dallascityhall.com)

Within 48 hours of the submission of the request, a representative of the City of Dallas will contact the requesting party to confirm the time and date of the final review.