

Realtor/Owner Information

In order for the homebuyer to receive HOME Down Payment Assistance through NHSOKLA, the realtor has the following responsibilities:

- ❑ Down Payment Assistance applications, Loan Estimate and/or purchase contract must be provided to NHSOKLA at least 45 days prior to closing. The 45-day time frame will begin with whichever documents are provided to NHSOKLA last.
- ❑ Sales price cannot exceed 95% median purchase price limits
 - \$209,000 existing \$273,000 new construction
- ❑ **Before** writing a contract, you should call our office to make sure the property is in our funding area and to check on the closing schedule.
- ❑ Provide NHSOKLA with a copy of the purchase contract and any extensions and a copy of the lead-based paint disclosure and property disclosures. Down Payment Assistance funds cannot be reserved until NHSOKLA receives the purchase contract.
- ❑ In order to receive assistance, the property must pass a Housing Quality Standard (HQS) or Uniform Physical Condition Standards (UPCS) inspection (**sample attached**). Once the property has received environmental clearance, a request for the HQS or UPCS inspection will be sent to our Housing Inspector, Bill Fulmer. **It is the responsibility of the selling agent to contact Bill Fulmer 416-0177, Monday through Friday between the hours of 9:00am to 4:30pm (no inspection will be scheduled or made over weekends) when the property is ready to be inspected.**
 - **NOTE:** If any loose, peeling, cracking or powdery paint is detected at the time of NHSOKC Housing Quality Inspection, the property will not meet Lead-Based Paint requirements. If this is the case, the seller will have to have a Lead Base Paint test done and then must provide a copy of the clearance report to NHSOKLA prior to closing.
 - A sample of the Inspection Form is included.
 - **If a property does not pass the initial inspection, a minimum of 24 hours' notice is required for re-inspection, to allow scheduling. It is imperative that all required repairs have been completed prior to scheduling the re-inspection. Additional inspections may result in re-inspection fees of \$250, paid by the selling realtor (Effective January 1, 2023).**
 - **Required repairs must be completed within 45 days of initial inspection. If not completed within 45 days the DPA reservation will be cancelled. Once repairs are complete, funds will be reserved, subject to fund availability.**
 - **Properties must pass the UPCS or HQS inspection at least 48 hours prior to closing.**
 - **Any required repairs to property must be performed by a Lead-Safe Certified contractor.** Additional information can be found at this website_ <http://www.epa.gov/lead/pubs/renovation.htm>
- ❑ **Realtor Transaction fees are not allowed to be paid by the buyer.**



Neighborhood Housing Services Oklahoma City, Inc.

4101 North Classen Blvd, Oklahoma City, Oklahoma 73118
 (405) 231-4663 PHONE (405) 231-5137 FAX

**HUD / DPA HOUSING QUALITY STANDARDS
 PROPERTY INSPECTION**

Homebuyer:	Owner / Seller:	OOR
Buyer's Phone:	Seller's Phone:	
Buyer's Realtor	Seller's Realtor:	
Realty:	Realty:	
Realtor's Phone:	Realtor's Phone:	
Property Address:	City/State/Zip:	OKC OK
Occupancy Status: <input type="checkbox"/> Vacant <input type="checkbox"/> Owner Occupied	Handicap Accessible: <input type="checkbox"/> Yes <input type="checkbox"/> No	Loan: <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Conventional <input type="checkbox"/> 203 K <input type="checkbox"/> HUD
HQS Inspector Name: Fulmer	Closing Date	Inspection Date:

PASS	FAIL	CATEGORIES	Comments And Fail Items Are Listed On Last Page
		ALL UTILITIES MUST BE ON AND FUNCTIONAL BEFORE INSPECTION CAN BE DONE No inspection will be done without working utilities.	
		INSPECTION CANNOT BE DONE WITH OUT REALTOR OR BUYER/SELLER PRESENT	
		WINDOWS	
		Locks must be present and must operate properly (only permanent locks are acceptable).	
		All windows must be weather tight and caulked-No broken windows. Bars must be removed from all windows.	
		NO broken or cracked glass, Screens (is present) must be in good condition. Windows must be able to open and operate properly.	
		Need one window for each bedroom and living room.	
		DOORS	
		All exterior doors are to be fire rated metal or solid core wood doors.	
		Doors must have weatherstripping and show no daylight.	
		Doors must lock securely-No chain locks, if screen or storm doors are present that must operate and latch properly.	
		Screens on doors must be in good condition and operable. Bars must be removed from doors.	
		ACCESSABILITY TO UNIT	
		Can the unit be entered without having to go through another unit?	
		Is there an acceptable fire exit from this building that is not blocked?	
		ELEVATORS	
N/A		Does Elevator have current inspection certificate?	
N/A		If local practice does not require this, are they working and safe?	
		CEILINGS AND WALLS	
		Must be in good condition- No bulges, cracks or peeling paint (and free of paint chips).	
		There can be no loose surface material.	
		FLOORS	
		The entire floor must be sturdy-no weak rotting areas.	

	No tripping hazards (loose, torn, wrinkled carpet or flooring).	
	ELECTRICITY	
	No extension cords -No electrical hazards of any kind -GFCI's are required and must be grounded and installed within 6ft of any water source at interior/exterior.	
	Must have coverplates, switchplates attached and in good condition (cannot have cracks or be loose), grounded outlets must be properly grounded.	
	Light fixtures must be securely attached to wall/ceiling and be in working condition (must have bulbs and globes).	
	Living & Bedroom must have at least 1 light and 1 or 2 electric outlets.	
	Panel box: only 1 main box all other may be junction boxes and main panel must have a main cut off.	
	Other electrical hazards.	
	PLUMBING	
	Hot/Cold water in bathrooms & kitchen- All fixtures must be present & working properly (no plumbing leaks anywhere).	

	KITCHEN	
	Stove/oven/vent hood must work properly & every knob must be present, gas stoves require vent that vents to exterior (anti-tip bracket must be install on stove).	
	Refrigerator- (if present) must seal & work properly & have grill cover.	
	BATHROOM	
	Must have openable window or exhaust ventilation system.	
	Must have light fixture and be in working condition.	
	Toilet seat should be free of cracks and secured to toilet & base of toilet should be secured to floor and be in working condition.	
	SMOKE DETECTOR	
	Must have 1 located in each bedroom and 1 centrally located.	
	Smoke alarm on each floor & must work properly.	
	At least 1 Carbon monoxide (or smoke/CO2 detector combination may be used).	
	Special system for hearing impaired-each bedroom.	
	HEATERS & WATER HEATERS	
	No UNVENTED gas heat of any kind anywhere in structure, all gas line MUST have mechanical cut offs.	
	Must be permanently installed heat source in every room.	
	Gas vent pipe extends through roof with rain cap, and combustion air flue venting must be installed inside closets.	
	Discharge li ne must be ¾ 'copper or galvanized metal pipe & must always travel downward to within 6" of floor or into an approved drain system.	
	Vent on gas water heater-duct pipe from the attic to flame level.	
	Water heater must be enclosed-unless in garage, basement or enclosed in utility room.	
	Must be of sheetrock or any non-flammable material.	
	Water heater must be accessible for viewing at inspection.	
	INTERIOR	
	Are there adequate stairs and are common halls free of hazards to the occupant due to loose, broken, or missing steps on stairways: absent or insecure railings; inadequate lighting; or other hazards?	

	Is the interior of the unit free from any other hazards not specifically identified previously?	
	Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, animal waste or other pollutants?	
	PAINT (Detection of Lead Base Paint Disqualifies Property)	
	If child under 7, Unit must be free of cracking /flaking paint.	
	Defective paint (Interior or exterior) must be abated & paint chips removed.	
	Provide copies of <u>ALL LBP</u> reports and clearances/receipts for abatement.	
	FOUNDATION	
	Foundation must be sturdy, and keep air and water out.	
	Must be free of severe cracks, missing bricks.	
	EXTERIOR SURFACES	
	Exterior must keep air and water out of unit.	
	Must be free of severe cracks, missing bricks.	
	Is the unit free from any infestations by pests or varmints?	
	Is the unit free from heavy accumulation of garbage or /and debris inside & out?	
	Are there adequate covered facilities for temporary storage and disposal of food waste, and are they approvable by a local agency?	

Sample

	ROOF	
	Roof must keep air and water out of unit.	
	Must be sturdy-any leaks will cause unit to fail.	
	PORCHES	
	Steps must be secure and safe for use.	
	Rail needed for 3 or more steps-Rail for porch 30" + in height.	
	UNATTACHED BLDG./BASEMENTS & STORM SHELTERS	
	Electrical Hazards?	
	Cracking, scaling, flaking, chipping, or peeling paint?	
	Handrail-Free from other potentially hazardous conditions?	
	EXTERIOR LIGHT FIXTURES	
	Exterior lights must have light bulbs and globe.	
	Exterior lights not designed for globes must have light bulbs.	
	SEWER CONNECTION	
	Is the sewer connection septic or city?	City
	APPROVABLE WATER SUPPLY	
	Is there well or is it city water?	City

NOTE: NHSOKC Reserves the option to re-inspect the property before closing.

_____ No repairs required.

____ Receipts for materials or photos of repairs required before check will be released.

____ Re-inspection required upon completion of work **30 days after closing applies to 203k & HUD Homes Only**

____ Re-inspection required before closing.

Re-inspected & Passed _____ Inspector Initials _____

Inspector's Signature: _____ Date _____

FAX TO: NHSOKC Inspectors FAX #: (405) 231-5137

----- **For Use At Closing Only** -----

I/We do hereby attest that the repairs listed on this property inspection form have been corrected prior to the date of closing.

Signature of Realtor or Owner

Date

Signature of Buyer

Date

ATTENTION

MUST USE STATE LICENSED CONTRACTORS FOR ALL ELECTRICAL, PLUMBING AND H.V.A. C. REPAIRS

PLEASE NOTE THAT THIS IS A LIMITED VISUAL INSPECTION ONLY

COMMENTS AND FAIL ITEMS

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