Appraisal Gap Pilot Program
Loan Application Checklist - New Construction

Sender’s Name ___________________________ Date: _____________________
Organization Name ___________________________ Property Address: ___________________________

Initial Submission:
- Proof of Ownership
- New Construction Plan and Specs
- Proof Property is not in a historic area or Approval from SHPO, if applicable
- Project Bids (2 minimum)
- Projected GAP Worksheet

90 Days:
- Building Permit
- Progress Report or Project Update
- Timeline of Project

180 Day:
- Progress Report or Project Update
- Timeline of Project

Final Submission:
- Certificate of Occupancy
- Final Inspection Report
- Buyer’s Appraisal
- Buyer’s 1003
- Buyer’s Household Income (Paystubs, SSI, Retirement, etc.)
- Buyer’s Third Part Authorization
- Executed Purchase Contract
- Final Closing Disclosure

THDA RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION TO EVALUATE THIS LOAN APPLICATION.

Sender’s Signature ___________________________ Date: _____________________