

CERTIFICATION/APPLICATION FOR 203(K) CONSULTANT

Please type or print clearly

Name: _____

(Last)

(First)

(Middle)

SSN (Required for Processing): _____

Business Name: _____

Business Address:

(Street) (City) (State) (Zip)

Business Phone: _____ Business Fax: _____

E-mail Address:

Application Process:

To apply for placement on the FHA 203(k) Consultant Roster, an applicant must submit the information listed below to the HOC in the area in which he/she will be conducting business.

Placement on the roster by one HOC will be recognized by all HOCs. However, application must be made for each state in which the consultant desires to do business. Additionally, the 203(k) consultant must notify all HOCs where they have been approved if their primary location of business changes.

The application information should be submitted in the following format, with a list or resume documenting:

The applicant must qualify as at least one of the following:

- **Architect**

Must provide copy of current license

- **Engineer**

Must provide copy of current license

- **Contractor with 3 years of experience (Remodeling or General)**

Must provide copy of current license if located in a state/county/local jurisdiction that requires licensing or contractors

If licensing are not required, applicant must provide a narrative description of his/her experience

- **Home inspector with 3 years of experience**

Must provide copy of current license if located in a state/county/local jurisdiction that requires licensing of home inspectors to perform duties of a 203(K) consultant

If licensing not required, applicant must provide a narrative description of his/her experience

The application cannot be listed on any of the following:

SAM - General Services Administration's System for Award Management

LDP - HUD's Limited Denial of Participation List

CAIVRS - HUD's Credit Alert Verification Reporting System

Narrative – Must provide a narrative description that demonstrates applicant's full understanding of the 203(K) program and his or her ability to do each of the following:

Conduct feasibility studies, and

Review or prepare architectural exhibits, and

Prepare a work write-up and cost estimate, and

Complete draw request inspections, and

Prepare change order requests

Documentation for each state:

Applicant must identify the state(s) for which he/she would like to serve as a 203(K) consultant.

If applying for more than one state, applicant must identify the state in which the majority of work will occur.

The qualifying documentation must be state-specific. For instance, an engineer license or certification does not qualify the applicant to be approved for states other than the state in which the license was issued.

Applicant Certification:

Applicant must sign a certification consistent with the one found at:

<http://portal.hud.gov/hudportal/documents/huddoc?id=203kConsRosterCert9-2015.pdf>.

Certification for 203(k) Consultant

I certify that I have read and understand the materials listed below with regard to the Section 203(k) Program. Further, I understand that these procedures are to be followed when working as a 203(k) Consultant.

Name of 203(k) Consultant or Prospective Consultant _____
Signature _____
Date _____

WARNING: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

- HUD Handbooks:

- 4240.4 REV-2- 203(k) Handbook
- 4155.1 REV-4- Underwriting Handbook
- 4150.2 and Applicable Provisions of 4150.1 REV-1 Appraisal Handbooks
- 4145.1 Architectural and Engineering Handbook
- 4905.1 REV-1 - Requirements for Existing Housing
- 4910.1 Minimum Property Standards

- Mortgage Letters:

Mortgage Letter	92-33	Modifications to the 203(k) Rehabilitation Program
Mortgage Letter	94-11	Revisions To The 203(k)Program
Mortgage Letter	95-40	Revisions to the 203(k) Program
Mortgage Letter	96-18	Refinance Transactions, Property Inspections and Other Issues
Mortgage Letter	96-21	Using Section 203(k) with Grant Programs
Mortgage Letter	96-23	Seven Unit Limitation
Mortgage Letter	96-52	Non-Profit Agencies as Mortgagors
Mortgage Letter	96-59	Moratorium on Investor Loans
Mortgage Letter	97-05	Revised Escrow Commitment Procedure
Mortgage Letter	97-26	Credit Policy Issues
Mortgage Letter	99-02	Applying the Energy Guidelines to the Section 203(k) Program
Mortgage Letter	98-11	Concerns about 203(k) Underwriting
Mortgage Letter	98-29	Mortgage Calculation Simplification
Mortgage Letter	98-31	Mortgage Calculation Simplification Extension
Mortgage Letter	00-1	Impact of EPA Lead Rules on Contractors
Mortgage Letter	00-4	Insured Financing for the Construction of Storm Shelters
Mortgage Letter	00-8	Nonprofit Agency Participation in FHA Activities