

## Shore Up CT Program Checklist

For New Construction Projects:

- Project Information Form (Project Application)
- Signed Construction Contract (Required prior to closing of the loan)
- Scope of construction work, construction work schedule, construction cost estimate
- FEMA Elevation Certificate (Pre-Construction)
- Effective Firm or Firmette
- Required permits and approvals from the appropriate land use agencies
- Plans and specifications
- Foundation Plan and Soils Report
- A-2 Survey with existing and proposed grades (Pre-Elevation)
- Four Sided Photographs
- Property Tax Card
- Proof of Insurance: Flood, Hazard, Property
- Flood Contingency Plan from Contractor
- Professional Certification Form (signed by project's engineer)

After completing the elevation construction, following documents will be required:

- Certificate of Occupancy or Certificate of Building Compliance
- FEMA Elevation Certificate (Post-Construction)
- Copy of Flood Insurance Declaration Page
- A 2 Survey with Elevations (Post Construction)
- Final Lien Waiver
- Other documents may be required based upon review of application.

For Projects being Refinanced:

- Project Information Form (Project Application)
- Scope of the completed work
- Signed and dated construction contract
- Proof of actual costs (paid receipts and canceled checks)
- Certificate of Occupancy or Certificate of Building Compliance
- FEMA Elevation Certificate (Post Construction)- Include photographs of all four sides of property
- Proof of Insurance
- Firm or Firmette with property clearly marked
- Certificate of Occupancy
- Flood Insurance Declaration Page
- Other documents that may be required based on review of application

Financial Information Required at Time of Uniform Residential Loan Application (1003)

- 2 Pay Stubs
- 2 years W-2
- 2 years Personal Tax return
- Social Security and Pension Award Letter
- 2 year Business Tax Return
- 2 Months Bank Statements
- Complete Copy of Trust (if property is owned by Trust)

Additional Document Checklist if Property is owned by Corporation, Partnership, or LLC.

- Articles of Incorporation
- Operating Agreement
- Certificate of Good Standing from CT Secretary of State
- Corporate Resolution to Borrow
- 2 years Business Tax Return