



PRE-ORDER CHECKLIST

(Revision Date 8/14/25)

Send completed Pre-order checklist to Stephanie Nagrocki, HFI Project Manager at Stephanie.Nagrocki@homesforia.com

Buyer/ Developer Name: _____

Address (city,state,zip): _____

Email Address: _____

Phone: _____

Lot Address & Legal Description: _____

Date Pre-order Checklist Completed: _____

How did you hear about Homes for Iowa? _____

Site plan: Please attach a basic site plan diagram with an aerial photograph of home location and any planned accessory structures.

Please check which options will apply so it can be discussed with HFI crew during initial lot inspection

Basement Crawl Space Walk-Out Basement Attached Garage Detached Garage

Developable, movable lot: COGs shall help HFI confirm the lot is developable and movable. Please confirm the following:

Lot meets all zoning requirements (use, bulk, lot coverage or other regulations)

Lot must be accessible from the long side of the house

All utilities are available on site (electrical, water, sewer, natural gas if available)

There are no low clearance obstacles or narrow width obstacles (home is 24' wide, 13.5' high) preventing delivery of the home

If any of the boxes above are not checked please explain:

Homes for Iowa will assess the site for movability. Once the site is approved by our moving crew you will be notified by HFI if you can proceed with the next steps to start the order process. Please refer to the order checklist (next page) of what is required for an order to be accepted by HFI.

Notes from Moving crew from lot inspection:

Approved by Homes for Iowa

By: _____

Date: _____

ORDER CHECKLIST

Once the pre-order checklist is approved by Homes for Iowa, please use this checklist to submit all necessary items to HFI to complete the order

1. **Buyer will complete the Homes for Iowa Purchase Agreement.** Please Note: page 11 "Attachment D" will need to be signed at the time the purchase agreement is completed only if the "Buyer" is also the homebuyer that will inhabit the home.

***Home delivery date:**

Please note once a completed purchase agreement & home deposit is approved by HFI the buyer's name will be placed on our home production list. Once the home is started HFI will contact the buyer & COG and it will take approximately 6 months to build the home. There will be regular communication to provide updates to the buyer and a moving date range will be provided around month 4 or 5.

***Readiness to proceed:**

Please ensure the Project Budget Worksheet on page 4 of purchase agreement is complete and the buyer understands all items listed on page 4 are the responsibility of the buyer; including but not limited to: Lot price, basement/crawlspace, plumbing, electrical work, driveway, sidewalks, sill plate, gutters, flooring, appliances etc.

2. **Provide evidence of site control:**

Site control is necessary before placing a home order. Please attach evidence of buyer/developer ownership, or if developer and site owner are different, please attach development agreement granting ability to develop on site.

3. **Provide Evidence of financing:**

Please attach bank term letter, commitment to self-finance verified with account statements, bank loan agreement, or other common, direct evidence that financing is secured to complete the development project including home purchase.

4. **Provide Income Verification (If Applicable):**

If the buyer completing the HFI purchase agreement is also the homeowner that will inhabit the home, be sure to include IRS tax returns that show the household taxable income fits within the guidelines outlined in Attachment D "Homes for Iowa House Criteria and Homeowner Representations"

5. **ACH forms for deposit and final payment completed:**

The HFI deposit will be a one-time transaction and funds must be available immediately as the ACH payment for the deposit will occur once HFI has received all completed order documents. The order for a home will not be complete until the 10% of purchase price deposit is received by HFI fiscal agent and at that time Buyer will be added to HFI's production list.

The final balance will be due and collected electronically on the date of delivery and setting of the home to the home site. A final invoice will be provided by HFI via email prior to the home delivery and Buyer will be contacted in regard to the exact delivery date which will be the date the final balance due will be debited from Buyer's account. To avoid any errors on the ACH forms we ask for a copy of a voided check for a checking account or a deposit slip for a savings account to be included with both ACH Debit Authorization Forms.

6. Completed HFI purchase agreement and supporting documents should be emailed to HFI project manager, Stephanie Nagrocki at Stephanie.Nagrocki@homesforia.com