



## Data Collection Checklist

### Are you collecting the National Performance data fields?

Representatives from the field and homeownership researchers helped Grounded Solutions assemble a standardized list of data fields to be used to measure program performance and impact. By having programs collect the same data in the same way, we can create more accurate reports at the national level. This checklist is designed to help homeownership programs that preserve affordability over the long term align program documents and procedures with the National Performance data collection standards. Review this list of data fields and consider what changes you need to make to better align your information to that of your peers.

### Application Information

	Field Label	Notes
<input type="checkbox"/>	Applicant Address	Including street, city, state, postal code and county of the primary homebuyer applicant's home address at the time of application. This information should be stored in 5 separate fields.
<input type="checkbox"/>	Applicant Living Situation	Rent * Own * Live with Parents / Relatives / Friends * Lease Purchase * Other
<input type="checkbox"/>	Ethnicity	Hispanic * Not Hispanic * Chose Not to Respond
<input type="checkbox"/>	First-Time Homebuyer	Check the box if the applicant household is a first-time buyer, as defined by the program.
<input type="checkbox"/>	Household Size	At the time the income is certified or verified
<input type="checkbox"/>	Person w/ Special Needs in HH	Is there a person in the household with a disability of long duration? Yes or No?
<input type="checkbox"/>	Primary Language Spoken	What is the primary language spoken by the applicant?
<input type="checkbox"/>	Household Race	Select 1 answer for each household: American Indian or Alaska Native * Asian * Black or African American * Native Hawaiian or Pacific Islander * White * American Indian AND White * Asian AND White * Black or African American AND White * American Indian AND Black * Other multiple race * Chose Not to Respond
<input type="checkbox"/>	Gross Annual Income	This amount should include all income sources, whether or not they are included for the purposes of determining the eligibility income.
<input type="checkbox"/>	Occupation	The job title or position linked to the largest income source for the household.
<input type="checkbox"/>	Occupation Description	Provide a brief description with more detailed information on the occupation or income source.

## Transaction Information

<input type="checkbox"/>	Number of Children in the Household at Purchase	
<input type="checkbox"/>	Number of Seniors in the Household at Purchase	
<input type="checkbox"/>	Purchase Close Date	
<input type="checkbox"/>	Resale Close Date	
<input type="checkbox"/>	Purchase Price	

## Exit Survey Information

	Field Label	Notes
<input type="checkbox"/>	Resale Type	Sold to Program * Sold to eligible buyer * Sold to ineligible buyer * Sold to program to prevent foreclosure * Sold to eligible buyer to prevent foreclosure * Deed in lieu * Short Sale * Foreclosure
<input type="checkbox"/>	Seller's New Address	Including street, city, state, postal code and county of the primary homebuyer new address. This information should be stored in 5 separate fields.
<input type="checkbox"/>	Next Home Tenure Type	Own*Rent*Neither
<input type="checkbox"/>	Overall Experience	Exit Survey Question: "How would you describe your overall experience with [program name]'s affordable homeownership program?" Answer Choices: Very Good * Good * Fair * Bad * Very Bad
<input type="checkbox"/>	Reason for Sale	Exit Survey Question: "What is the primary reason for selling?" Want to own unrestricted home * Home is too small * Job relocation * Want to move closer to friends or family * Neighborhood has become less desirable * Change in family situation (e.g., marriage, birth of a child, divorce) * Home is too large * Moving due to retirement * Want to move closer to current job * Upkeep of home is too difficult due to health or financial limitations * Cannot afford the mortgage and other expenses of owning home * Death * Program enforcement * Other
<input type="checkbox"/>	Subsidy for Next Residence	If the seller is purchasing another home, have they or will they receive financial assistance from a public agency to help with the purchase? Yes or No.

## Property Information

	Field Label	Notes
<input type="checkbox"/>	Property Address	Including street, city, state, postal code and county of the property. This information should be stored in 5 separate fields.
<input type="checkbox"/>	Census Tract	You can find this on the appraisal or at <a href="http://factfinder.census.gov/servlet/AGSGeoAddressServlet?_lang=en&amp;_programYear=50&amp;_treeld=420">http://factfinder.census.gov/servlet/AGSGeoAddressServlet?_lang=en&amp;_programYear=50&amp;_treeld=420</a>
<input type="checkbox"/>	Date placed in program	The date the property became part of the program portfolio.
<input type="checkbox"/>	Number of bedrooms	
<input type="checkbox"/>	Year Built	
<input type="checkbox"/>	Description of Green Features	Itemize Green Features included

## Other Important Procedures

<input type="checkbox"/>	Collect birthdates of all household members
<input type="checkbox"/>	Document all income sources, not just those sources related to eligibility income
<input type="checkbox"/>	Collect buyer's lender appraisals
<input type="checkbox"/>	Collect Final Settlement Statements HUD-1
<input type="checkbox"/>	Collect Copies of Homebuyer Promissory Notes
<input type="checkbox"/>	Document all buyer funding sources, including buyer's cash, gifts, loans, grants, subsidies
<input type="checkbox"/>	Itemize the buyer's monthly housing expenses, including insurance, taxes, HOA dues, and any other program fees.
<input type="checkbox"/>	Keep records of the published 4-person Area Median Income (AMI) for each year you have a home purchase and track the AMI year used to verify eligibility for each homebuyer.
<input type="checkbox"/>	Document the Appraised Unrestricted Market Value every time the home changes owners. If no appraisal is completed, make an educated estimate of the market value based on comparable market-rate data.
<input type="checkbox"/>	Document all subsidy sources allocated to each property

HomeKeeper is a web-based program designed to help you store all of this information - and more. To learn how you can get HomeKeeper, please visit [www.MyHomeKeeper.org](http://www.MyHomeKeeper.org).