



ALF APPLICATION CHECKLIST

___ INTIAL ___ BI-ENNIAL ___ CHOW

- ___ Application Fee (No starter check)
- ___ Health Care Licensing Application
- ___ Health Care Licensing Application Addendum
- ___ Affidavit of Compliance with Background Screening
- ___ Copy of Administrator's High School Diploma or GED transcripts
- ___ EPP Approval (Generator Approval)
- ___ Local Zoning Approval (Cannot expired)
- ___ Liability Insurance Certification (Commercial Insurance)
- ___ Fire Safety Inspection
- ___ Dept. of Health Residential Group Home Inspection and Food Service Report
- ___ Floor Plan of the facility (No blueprints, hand drawn accepted)
- ___ Financial Statement(s) (bank statement, not older than 10 days)
- ___ Proof of Financial Ability to Operate (w/ notes and assumptions)
- ___ Recorded warranty deed, lease / sublease, or proof of legal right to occupy
- ___ Surety Bond or Continuation bond, if applicable
- ___ Certificate of Authority, if applicable
- ___ AHCA can ask for additional supporting documents (invoices, photos, etc.)

After the application is submitted, AHCA will take 30 days to review. If anything is missing, you will receive a 21-day omission notice. Thereafter, the Agency will submit the application to the local office for your site visit within an additional 30 days.