

PART F – Required Submittals and Documentation
(Lender/Applicant must submit forms and documents with Application as indicated)

<u>CHECK ITEMS INCLUDED</u>	<u>THESE ITEMS ARE REQUIRED FOR FILE</u>	<u>CITY USE ONLY</u>
<input type="checkbox"/>	This Checklist	<input type="checkbox"/>
<input type="checkbox"/>	Primary Lender Loan Information sheet - obtain from lender	<input type="checkbox"/>
<input type="checkbox"/>	Pre-Approval Letter - obtain from lender	<input type="checkbox"/>
<input type="checkbox"/>	Loan Estimate - obtain from lender	<input type="checkbox"/>
<input type="checkbox"/>	Corrected/Updated 1003 Uniform Residential Loan Application (borrower(s) signed) – obtain from lender	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Gift Letter(s) - obtain from lender	<input type="checkbox"/>
<input type="checkbox"/>	Copy of borrower(s) and Non borrower spouse Credit Report - obtain from lender	<input type="checkbox"/>
<input type="checkbox"/>	Completed DPA application	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Social Security Card for each household member six (6) years of age or older	<input type="checkbox"/>
<input type="checkbox"/>	If applicable: Copy of Permanent Resident Card for each household member	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Drivers License for borrower(s)	<input type="checkbox"/>
<input type="checkbox"/>	Certificate of completion of HUD approved pre-purchase counseling & homebuyer education (must be completed prior to executing homebuyer agreement)	<input type="checkbox"/>
<input type="checkbox"/>	Copy of the fully executed Purchase & Sales Agreement, LBP Disclosure, Addendums and Sellers Disclosure Statement – obtain from realtor	<input type="checkbox"/>
<input type="checkbox"/>	02-City Addendum to Purchase & Sale Agreement; Notice of Voluntary Arm’s Length Transaction (two or more unrelated or unaffiliated parties agree to do business) – signed by buyer and seller	<input type="checkbox"/>
<input type="checkbox"/>	03a or 03b- City Addendum to Purchase & Sale Agreement; Housing Quality Standards and Lead Hazard contingencies – signed by buyer and seller	<input type="checkbox"/>
<input type="checkbox"/>	2 months current paystubs* and other income source documentation (every household person 18 years or older) *Depending on job type, more may be required to establish a trend	<input type="checkbox"/>
<input type="checkbox"/>	2 years current signed and dated copies of Federal Income Tax returns, W-2’s and all schedules	<input type="checkbox"/>
<input type="checkbox"/>	6 months current bank statements	<input type="checkbox"/>
<input type="checkbox"/>	Current Retirement Account Statements	<input type="checkbox"/>

Documents that must be submitted as soon as available and prior to closing:

- Verification of Employment – Lender provided
- Copy of preliminary title report and contact person from closing/title company
- Appraisal Report
- Insurance Binder naming the appropriate City as loss payee endorsement
- If applicable: Professional Inspection Report
- Other documentation required by the DPA program or by federal or state law

Bring completed file and documentation to the Housing Appointment

FOR CITY USE ONLY

Date Application was received: _____

APPROVED **DECLINED**

Comments: