

## DOWN PAYMENT ASSISTANCE CHECKLIST

\_\_\_\_\_  
Reservation Number

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Co-Borrower

**RESERVATION PACKAGE** : *Due three (3) days from reservation.*

- \_\_\_\_\_ 1. DPA Checklist (DPA 006)
- \_\_\_\_\_ 2. Reservation Form (DPA 005)
- \_\_\_\_\_ 3. Reservation fee (\$200.00 Cashier Check/Money Order, paid by Seller or Lender)
- \_\_\_\_\_ 4. Copy of Executed Loan Application
- \_\_\_\_\_ 5. Copy of Executed Sales Contract
- \_\_\_\_\_ 6. Copy of Home Buyer Education Counseling Certificate

**COMPLIANCE PACKAGE** : *New/Existing due 45 days or Proposed due 120 from reservation.*

- \_\_\_\_\_ 1. DPA Checklist (DPA 006)
- \_\_\_\_\_ 2. Federal Tax Returns - 3 Years (Non-Target areas only. Required on all applicable occupants). Each year returns must be originally signed and all schedules attached.
- \_\_\_\_\_ 3. VOE(s) & Current pay-stub(s) (Required on all applicable occupants for current tax year).
- \_\_\_\_\_ 4. Income Worksheet
- \_\_\_\_\_ 5. Two most Current Bank statements
- \_\_\_\_\_ 6. Down Payment Assistance Application (DPA 001)
- \_\_\_\_\_ 7. FHA Transmittal Summary or MCAW, VA Loan Analysis or FannieMae 1008 (Uniform Underwriting & Transmittal Summary) for RD Guaranteed Loan
- \_\_\_\_\_ 8. Attorney Information Form (DPA 003) and Completed Air Bill (if applicable)
- \_\_\_\_\_ 9. Exception documentation (if applicable)
- \_\_\_\_\_ 10. Copy of Appraisal
- \_\_\_\_\_ 11. Notification of Change Form (DPA 007) if applicable

**CLOSED LOAN PACKAGE** : *Due thirty- (30) days from Lender after closing.*

- \_\_\_\_\_ 1. DPA Checklist (DPA 006)
- \_\_\_\_\_ 2. Copy of Executed First Mortgage Note
- \_\_\_\_\_ 3. Copy of Executed First Mortgage Deed of Trust
- \_\_\_\_\_ 4. Copy of Executed HUD-1
- \_\_\_\_\_ 5. Copy of Homeowners Insurance Declaration Page
- \_\_\_\_\_ 6. Original Executed Second Mortgage Note
- \_\_\_\_\_ 7. Original Recorded Second Mortgage Deed of Trust and Rider
- \_\_\_\_\_ 8. Original Second Mortgage Executed Truth-In-Lending (TIL)
- \_\_\_\_\_ 9. Original Executed Second Mortgage DPA Disclosure (DPA 002)

**ALL CLOSING DOCUMENTS MUST BE RECEIVED WITHIN 30 DAYS OF CLOSING OR THE LENDER WILL BE CHARGED A PENALTY OF \$50.00 EVERY THIRTY- (30) DAYS AND/OR SUSPENDED FROM MHC PROGRAMS.**