



**HOMEFIRST DOWN PAYMENT ASSISTANCE PROGRAM
LOAN APPLICATION PACKAGE REVIEW CHECKLIST AND SIGNATURE ROUTING**

BORROWER/S NAME: _____

PROPERTY ADDRESS: _____

CLOSING DATE: _____

LOAN AMOUNT: _____

GENERAL

1. **HOMEFIRST SIGNATURE ROUTING FORM**
2. **HOMEFIRST LOAN APPLICATION**
3. **VALID DRIVER LICENSE OR OTHER PHOTO ID**
4. **HOMEBUYER EDUCATION COMPLETION CERTIFICATE**
5. **HPD HOMEFIRST ELIGIBILITY CERTIFICATE**
6. **NOTICE OF HOMEFIRST PRELIMINARY APPROVAL**

BANK DOCUMENTS

7. **BANK COMMITMENT LETTER** *(from participating lender/bank)*
8. **LOAN ESTIMATE** *(from participating lender/bank)*
9. **RESIDENTIAL LOAN APPLICATION/1003 FORM** *(from participating lender/bank)*
10. **UNDERWRITING TRANSMITTAL/1008 FORM or HPD UNDERWRITING WORKSHEET**

INCOME

11. **FEDERAL TAX RETURN**
12. **MOST RECENT W2 FORMS**
13. **PAYSTUBS** *(90 days most recent and consecutive)*
14. **OTHER INCOME*** *(i.e. public benefits, pension, child support, alimony investment income, etc.)*
15. **AFFIDAVIT OF UNEMPLOYMENT FORM***
16. **BANK STATEMENTS**
17. **SUMMARY PAGE OF CREDIT REPORT**

PROPERTY INFORMATION

18. **HPD HOMEFIRST HOUSING INSPECTION REPORT**
19. **PROPERTY APPRAISAL**
20. **EXECUTED PURCHASE CONTRACT & PROOF OF DEPOSIT**

OTHER DOCUMENTATION

21. _____
22. _____



MISSING DOCUMENTATION/NOTES

- 1. _____
- 2. _____
- 3. _____

COMMENTS:

CERTIFICATION AND ROUTING:

A detailed review of the HomeFirst Application Package and verification of all supporting documentation was performed to confirm the applicant/s household size and verify household income eligibility; validate the HomeFirst DPA loan amount, and verify the property meets applicable HOME property standards subject to the review of a passing HomeFirst Housing Inspection Report. All required bank documentation was reviewed for consistency of the primary mortgage loan amount; interest rates, fees and confirmation of qualifying ratios, full disclosure of all closing costs and fees including rate buy down, where applicable, as well as ensure that the primary mortgage complies with HomeFirst Program requirements as set forth in the program’s term sheet, checklists, application form and policy guidelines.

- Review as to household income eligibility, purchase price, home inspection, HomeFirst loan amount and bank documents by Project Manager, HomeFirst Program or Designee.**

Name: _____ Date: _____ Initial: _____

Final Approval as to household income eligibility, purchase price, home inspection, HomeFirst loan amount and bank documents by Tameka Spencer, Director, HomeFirst Program or Designee.

Name: _____ Date: _____ Initial: _____