

First Time Homebuyer Assistance Program (FHAP)

Documents Required Checklist

Name: _____

Address: _____

- DO NOT SEND DOCUMENTS VIA FAX OR EMAIL
- 8 ½ x 11 COPIES ONLY

Documents Required for Preliminary Approval:

- 1 Verification of All Income: Paycheck Stubs: 3 months (most recent, consecutive), Benefit Award Letters, if applicable, and documentation of any other income
- 2 Verification of All Assets: Checking Account Statements: 6 months (most recent, consecutive), Savings Account Statements: 3 months (most recent, consecutive), Other Asset Statements (e.g. CDs, IRA, 401K, 457, etc): (most recent)
- 3 Tax Documents- W-2's, TAX RETURNS & ANY SCHEDULES: 2 years (most recent, consecutive)
- 4 Verification of Employment
- 5 Lender Pre-qualification Letter
- 6 MCAW/Transmittal Summary
- 7 Good Faith Estimate (G.F.E.)
- 8 **Signed** Loan Application (1003)
- 9 Sales Contract (if an offer has been made)

Documents Required for Final Approval (3 business days prior to closing):

- 10 Homebuyer Education Certificate
- 11 Evidence of Homeowner Insurance
- 11 Appraisal
- 12 General Home Inspection and Termite Report
- 13 Sales Contract
- 14 Notice to Seller (original signatures)
- 15 Lead-Based Paint Seller Disclosure Addendum (*homes built prior to 1978*)
- 16 **Final** Signed Loan Application *
- 17 Legal Property Description
- 18 Title Company Wiring Instructions
- 19 Proof of Citizenship (copy)
- 20 Copies of Buyer Receipts for POCB's
- 21 **Final HUD-1** – submitting preliminary HUDs will delay the approval/funding process.

Effective: November 22, 2010

* Prior to closing a Final Loan Application will be accepted without signature/s. However, it is imperative that a Final Signed Loan Application **with signature/s** is received after closing.