

# FILE CONTENT CHECKLIST - DCHA Down Payment/Closing Cost Program - 2008

Applicant name \_\_\_\_\_  
 Property address \_\_\_\_\_  
 Lender name \_\_\_\_\_ Phone \_\_\_\_\_

Lender Documents		Borrower Documents
___ Release of Info Authorization	___ Certificate of Insurance listing DCHA as mortgagee	___ DCHA Homebuyer Application
___ Pre-Approval Letter	___ Homebuyer Ed Certificate	___ Lead Based Paint Brochure (to be provided to borrower)
___ URLA (lender loan application)		___ HOME Agreement (to be provided for borrower signature upon DCHA loan commitment).
___ Good Faith Estimate		___ Third Party Inspection
___ Truth-in-Lending Disclosure	<b>Documents Required Upon Closing:</b>	___ HQS Inspection (conducted by DCHA and free of charge)
___ Credit Report	___ HUD-1 Settlement Statement	_____ Age of Property
___ Income Verification - third party verifications please.	___ Final loan application (signed at closing)	_____ Property Type
___ Evidence of 1% purchase price contribution (include as cover separate page outlining transaction including funds being stacked from other sources such as DPP, Homebuy, if any).	___ DCHA Mortgage w/signature ___ DCHA Note w/ signature ___ Warranty Deed	\$_____ Purchase Price _____ Loan Type
___ Accepted Offer to Purchase inc. Seller Lead-Based Paint Disclosure		
___ Appraisal		
___ Title Commitment		