



**Funding Partners**  
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## Down Payment Assistance Loan File Checklist

Please fax or email the following documents to our office for review. You will be provided a loan commitment letter within 48 hours of receipt of the following items.

- \_\_\_\_\_ Completed typed 1003
- \_\_\_\_\_ Good Faith Estimate and Truth-in-Lending Disclosure for Subject Property
- \_\_\_\_\_ Bank Pre-qualification Letter or Lender Loan Approval or AUS Findings
- \_\_\_\_\_ Income Verification **(Last federal tax return\*, plus W-2's, plus 30-day pay stubs)**  
\*for self employed borrowers 2 years tax returns and YTD P&L
- \_\_\_\_\_ Purchase Contract
- \_\_\_\_\_ Home Ownership Training Certificate (copy)
- \_\_\_\_\_ Mortgage Broker State License Number \_\_\_\_\_

Requested Programs: \_\_\_\_\_

Primary Borrower: \_\_\_\_\_ Co-Borrower: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Location: \_\_\_\_\_

Title Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Hazard Insurance Agent: \_\_\_\_\_  
(Please provide name of insurance agency providing blanket coverage for HOA/Condo projects)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Lender: \_\_\_\_\_ Originator: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Comments: \_\_\_\_\_

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