

Items Required to Process First Time Homebuyer Loan

It is the Applicant's Responsibility to ensure that all the following items are delivered to the Homebuyer Assistance Program Staff for review. As a result of the review of the items listed below, additional items or information may be required for loan approval.

<u>Received</u>	<u>Item</u>	<u>Where it might be Obtained</u>
_____	Six (6) Recent Pay Stubs	Applicant/Employer
_____	Six (6) months of bank statements for each account	Applicant/Bank(s)
_____	Copy of Driver's License and Social Security Cards	Applicant
_____	Copy of Attorney General's Child Support Printout (if Applicable)	Attorney General's Office
_____	Copy of Divorce Decree/Court Order (if applicable)	Applicant
_____	Copy of Retirement Account(s) Statement(s)	Applicant/Employer
_____	Copy of Social Security Benefits Letter (if Applicable)	Applicant/Social Security Office
_____	Homebuyer Counseling Certificate	Counseling Agency
_____	Copy of Mortgage Loan Application/GFE/TIL	Mortgage Lender
_____	Copy of Mortgage Approval Letter	Mortgage Lender
_____	Copy of Sales Contract for House being Purchased	Realtor
_____	Copy of Credit Report	Mortgage Lender
_____	Copy of Passed Home Inspection	Inspector
_____	Copy of Appraisal/ Survey	Mortgage Lender
_____	Copy of Flood Certification	Mortgage Lender
_____	Copy of Title Commitment/Preliminary HUD 1	Mortgage Lender/ Title Company
_____	Proof of Homeowner's Insurance	Mortgage Lender/ Title Company

Receipt Acknowledged:

_____	_____	_____	_____
Signature of Applicant	Date	Signature of Co-Applicant	Date