**DOWN PAYMENT ASSISTANCE CHECKLIST**

This form contains the checklist and eligibility determination for the specified household to participate in the Down Payment Assistance Program.

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| ***To be completed by DED***  |
| Subrecipient (City/County) |  |
| CDBG Project Number |  |
| Intake Application Number |  |
| Applicant Current Address |  |
| Applicant Future Address |  |
| Verification of Citizenship Status  | [ ]  Yes [ ]  No |
| Verification of Employment  | [ ]  Yes [ ]  No |
| Household Total Adjusted Gross Income | $  |
| Number of Household members |  |
| Area Name for Income Limit (use address of Subrecipient to determine location) |  |
| 120% Income Limit amount (Use current year) | $ |
| 80% Income Limit amount (Use current year) | $ |
| Household is LMI (at or below 80% Income Limit)  | [ ]  Yes [ ]  No |
| DOB review completed  | [ ]  Yes [ ]  No |
| Applicant is Eligible for Down Payment Assistance  | [ ]  Yes [ ]  No |
| Comments Regarding Eligibility |  |
| ***To be completed by Subrecipient*** |
| Ineligibility letter sent to Applicant (Date) |  |
| Appeal received (Date) |  |
| ***If Ineligible, Do not complete the rest of this form*** |
| Eligibility letter sent to Applicant (Date) |  |
| Proof of Completion of Housing Counseling Course (Required) | [ ]  Yes |
| Photo ID / Proof of Identification | [ ]  Yes  |
| SSN of Applicant(s) | [ ]  Yes  |
| Credit Score on file  | [ ]  Yes  |
| Accessibility Accommodations requested  | [ ]  Yes [ ]  No |
| Description of Accomodations |  |
| Property appraisal  | [ ]  Yes  |
| Lead Pamphlet (if property pre-1978) | [ ]  Yes [ ]  N/A |
| Environmental review  | [ ]  Yes  |
| DSS Inspection  | [ ]  Pass [ ]  Fail |
| Lead Safe Housing Inspection  | [ ]  Pass [ ]  Fail |
| Termite Inspection | [ ]  Pass [ ]  Fail |
| Clear Title  | [ ]  Yes [ ]  No |
| **Award Determination** |
| Appraised FMV of property | $  |
| Purchase Price of property | $  |
| Approved Mortgage amount | $ |
| Amount of Closing Costs | $  |
| Award Amount (include Closing Costs) | $  |
| General Warranty Deed | [ ]  Yes  |
| Deed of Trust | [ ]  Yes  |
| **Lender Section** |
| Preliminary Closing Disclosure (received 10 days prior to closing) | [ ]  Yes  |
| Check Request (made out to Bank or Title Company) | [ ]  Yes  |
| Final Closing Disclosure | [ ]  Yes  |
| Deed of Trust / Note signed | [ ]  Yes  |
| Recorded Deed | [ ]  Yes  |
| **Cost Reasonableness Review** |
| Primary Mortgage is reasonable under current lending standards | [ ]  Yes [ ]  No |
| DPA amount is adequate to make homeownership affordable  | [ ]  Yes [ ]  No |
| Required down payment is reasonable based on total mortgage amount  | [ ]  Yes [ ]  No |
| Closing costs are reasonable and do not exceed 6% of the primary loan amount  | [ ]  Yes [ ]  No |
| The primary mortgage is fixed rate and long term  | [ ]  Yes [ ]  No |
| Projected taxes and insurance are reasonable  | [ ]  Yes [ ]  No |
| **Affordability Monitoring (confirm occupancy, primary residence, insurance)** |
| Secondary Lien on property (Date) |  |
| Year 1 |  |
| Year 2 |  |
| Year 3 |  |
| Year 4 |  |
| Year 5 |  |
| Secondary Lien released (Date) |  |

Compliance Specialist:

Compliance Specialist Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Subrecipient Representative:

Subrecipient Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: