**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: