



Procedure for Application to the

LPTFA First Time Homebuyers Downpayment Assistance Program

- Go to www.lptfa.org and download Loan Approval Checklist and Application.
- Provide all required documentation listed on the Loan Approval Checklist to LPTFA via email at tara@lptfa.org, or fax to 337-504-2085. **No appointments will be taken.**
- **LPTFA does not deal directly with the applicant.** The lender is solely responsible for prequalifying the applicant for the program per LPTFA Underwriting Guidelines and for sending a complete application packet.
- If qualified and approved, LPTFA will send approval letter to Borrower as well as the Good Faith Estimate, Truth in Lending Disclosure and Transfer Servicing Forms. The 1st mortgage lender is responsible for having these forms signed and returned to LPTFA.
- Borrower is required to take a homebuyer training class. You may receive certification for this class in the following ways:
 - Lafayette Consolidated Government, Neighborhood Counseling Services 337-291-5452.
 - On-line. The following websites are available: 1)MGIC, 2) Homebuyerfunds, 3)AHAA [Association of Homeowners Across America], 4)eHomeAmerica, and 5)Genworth
- Five (5) days prior to closing, LPTFA must have the Flood Certification, appraisal and homeowners insurance with LPTFA listed as a loss payee.
- LPTFA will email to closing attorney the mortgage, note and all other documents to be signed at closing. LPTFA must be notified of the closing a minimum of 3 days prior to closing.
- LPTFA will have the check along with LPTFA 1st Payment letter and any other closing documents delivered to closing attorney.
- After closing, the following closing package must be provided to LPTFA:
 - Recorded Mortgage – **Certified Copy is not required**
 - Executed Note
 - Executed Copy of 1st Lien Holders note and mortgage
 - Executed Truth in Lending Statement
 - Executed Transfer Servicing Letter
 - Executed HUD-1
 - Executed LPTFA Modification to documents after closing
 - Executed LPTFA 1st Payment Letter
- LPTFA will mail payment coupons to Borrower