



APPLICATION PROCESS*
First Time Homebuyer Down Payment Assistance
2nd Mortgage Loan Program

*LPTFA funds a limited number of new loans per month.

- The 1st lien mortgage lender representative (LO) needs to print the LPTFA Application, Checklist, Household Income Disclosure and Borrower's Authorization Disclosure from www.lpfta.org.
- LO to send the loan package to the email address on the top of the document checklist.
- LO is solely responsible for pre-qualifying the applicant using the underwriting guidelines for the First Time Homebuyer Down Payment Assistance Loan Program. LPTFA does not directly interact with the applicant during the application process.
- If approved, LPTFA will email the LO an approval letter, additional disclosures and any outstanding conditions. The LO is responsible for having these forms signed by the borrower and returned to LPTFA.
- There will be a 10-day waiting period between approval date and closing date.
- Borrower is required to obtain a Homebuyer Education Training Certificate. Acceptable classes, but not limited to, are:
 - Lafayette Consolidated Government, Neighborhood Counseling Services: 337-291-5452
 - Readyneest by MGIC: www.readynest.com
 - eHomeAmerica: www.ehomeamerica.org
 - Genworth: www.genworthhbe.com
 - Framework: www.frameworkhomeownership.org
- All required documents must be received by LPTFA 5 days prior to the closing date.
- LPTFA must be notified of the closing date 3 days prior to ensure processing time of funds.
- LPTFA will email all closing docs to the attorney, and deliver the funds via certified check.
- Closing attorney to return all closing docs to LPTFA.
- LPTFA will mail a payment coupon book to the borrower.