

Lafayette Community Development Fund

First Time Homebuyer Down Payment Assistance Mortgage Loan Program

DOCUMENT CHECKLIST

- Submit loan package to shamika@lptfa.org. Incomplete submissions will not be approved.
- LCDF can request additional documents as needed. *

| <u>SUBMITTED</u> | <u>SUBMISSION/APPROVAL DOCUMENTS*</u> | <u>APPROVED</u> |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| | <ul style="list-style-type: none"> • LCDF Document Checklist (this form) | |
| | <ul style="list-style-type: none"> • <i>Legible</i> copy of Driver's License & SS Card | |
| | <ul style="list-style-type: none"> • Residential Loan Application (1003) | |
| | <ul style="list-style-type: none"> • Purchase Contract | |
| | <ul style="list-style-type: none"> • Credit Reports | |
| | <ul style="list-style-type: none"> • UW Findings – Approve/Eligible (DU/LP/AUS/GUS). TBD will not be reviewed. Findings must reflect correct income, assets, taxes, present housing payment, etc. Include all supporting documentation for any omissions & modifications. | |
| | <ul style="list-style-type: none"> • Transmittal Summary (1008) | |
| | <ul style="list-style-type: none"> • Most Recent Paystubs (minimum of 3 pay periods) | |
| | <ul style="list-style-type: none"> • Income calculation worksheet | |
| | <ul style="list-style-type: none"> • Verifications of Employment | |
| | <ul style="list-style-type: none"> • Most Recent 2 Years Tax Returns (signed, all Schedules) | |
| | <ul style="list-style-type: none"> • Most Recent 2 Years W-2s, 1099s | |
| | <ul style="list-style-type: none"> • Most recent 3 months bank statements (all accounts) | |
| | <ul style="list-style-type: none"> • Additional applicable docs: NPS credit report, NPS income docs, SSA award letters, 6 months proof receipt of SSI/child support, additional bank statements, VOR, divorce decree, etc. | |
| | CLEAR TO CLOSE DOCUMENTS** | |
| | <ul style="list-style-type: none"> • First Time Homebuyer Education Training Certificates | |
| | <ul style="list-style-type: none"> • Appraisal | |
| | <ul style="list-style-type: none"> • Flood Certificate | |
| | <ul style="list-style-type: none"> • Homeowner's Insurance Mortgagee Clause: Bill To: NO LCDF, ISAOA Escrow: NO P.O. BOX 3205 LAFAYETTE, LA 70502 | |
| | <ul style="list-style-type: none"> • Additional signed LCDF Disclosures (sent with approval) | |
| | <ul style="list-style-type: none"> • Any additional conditions (sent with approval) | |
| | <ul style="list-style-type: none"> • Final UW Findings (DU/LP/AUS/GUS) & 1003 | |
| | <ul style="list-style-type: none"> • Final draft of CD (24-48 hours prior to closing) | |

****SUBMIT AT LEAST 5 DAYS BEFORE CLOSING**