

HOME BUYER ASSISTANCE PROGRAM

PROPERTY & LENDER DOCUMENT CHECKLIST



REQUIRED DOCUMENTS	SPECIFIC DETAILS
<input type="radio"/> Tri-merged Credit Report	For applicant and co-applicant (must be dated within the last 120 days)
<input type="radio"/> Loan application form 1003	Must include co-applicant, if applicable
<input type="radio"/> Transmittal Summary 1008 or 92900	Provide DU/LP approval, with HbAP funds included
<input type="radio"/> Loan Estimate	Preferably including HbAP funds
<input type="radio"/> Intent to Proceed	Signed and dated by applicant(s)
<input type="radio"/> Property Data Sheet (internal document)	Must include contact information for the builder, seller, or realtor(s)
<input type="radio"/> Sales Contract, including all other addendums	Initialed, signed, and dated by all parties. Must include title company receipt of earnest money and or option fee funds
<input type="radio"/> Lead Based Paint Acknowledgement, if applicable	For all homes built prior to 1978
<input type="radio"/> Uniform Residential Appraisal Report	Must include all pages of the report, including pictures
<input type="radio"/> Certificate of Compliance or Builder's Letter, for new construction only	Obtained from the City of Houston Permitting Center
<input type="radio"/> Loan Disclosure Form (internal document)	Signed and dated by lender
<input type="radio"/> Notice to Seller/Buyer (internal document)	Signed and dated by both the buyer(s) and seller(s)