



## Homebuyer Assistance Program Document Submittal Procedure

Great News Partners! You no longer have to attach documents and send them via email to the HAP mailbox. The HAP will now receive documents electronically via the designated HAP URL.

Going forward, the HAP will receive documents for the Property & Lender's Checklist through the steps outlined below.

1. To submit your applicant documents, you must open the **HAP Web Address: [HAP Lender Document Submittal](#)**, enter the **HAP Project Number** (i.e. HAP-123), and the applicant's first and last name. Note that these fields are required to proceed in this process, and you must spell the applicant name correctly and enter the project number in the format given (i.e. HAP-123). If you do not know your applicant's Project Number, please email us at [hap@houstontx.gov](mailto:hap@houstontx.gov) to obtain it. See Figure 1.1 below.

A screenshot of a web form for submitting HAP documents. The form has a light blue header with the text "Please complete all fields below to submit HAP documents. Then click SUBMIT after the chosen documents are attached." Below this is a section for "Project Number\*" with a text input field. A second section, "Applicant Information", is highlighted in light blue and contains two text input fields: "First Name\*" and "Last Name\*", each with a red asterisk indicating it is a required field.

Fig. 1.1

2. In the next section, you as the stakeholder will enter your first and last name, along with your company name. There is also an **Identification #** field, which may not apply to you. This field is not mandatory, and you can proceed without entering any data here. See figure 1.2 below.

Submitter Information

First Name	Last Name
<input type="text"/>	<input type="text"/>
Identification #	Company Name
<input type="text"/>	<input type="text"/>

Fig. 1.2

3. Next you will select the document type(s) that is to be attached and proceed to assign the document to its matching document type name, shown in figure 1.3, then click **Submit** once all documents have been attached.

Please select blue square below to attach documents

<p>Property Data</p> <p>Attach Property Data...</p> <p>Tri-merged Credit Report</p> <p>Attach Tri-merged Credit Report...</p> <p>Loan Application form 1003</p> <p>Attach Loan Application form 1003...</p> <p>Certificate of Compliance or Builder Affidavit</p> <p>Attach Certificate of Compliance or Builder Affidavit...</p> <p>Uniform Underwriting &amp; Transmittal Summary</p> <p>Attach Uniform Underwriting &amp; Transmittal Summary...</p>	<p>Sales Contract</p> <p>Attach Sales Contract...</p> <p>Builder's Letter</p> <p>Attach Builder's Letter...</p> <p>Notice to Seller</p> <p>Attach Notice to Seller...</p> <p>Closing Disclosure</p> <p>Attach Closing Disclosure...</p> <p>Property Appraisal</p> <p>Attach Property Appraisal...</p> <p>Wiring Instructions</p> <p>Attach Wiring Instructions...</p>
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Submit

Fig. 1.3

The page should then direct you to the Housing & Community Development Department's Homebuyer Assistance Page. That is how you will know that your upload was successful.

**Congratulations, you've successfully loaded your documentation!**