First Homes

LENDER CHECKLIST

Purchase Information

Lender Name:	**Purchase Price:**
Buyer Name(s):	**Loan Amount:**
Address:	**Interest Rate:**
Closing Date:	**Closing Office:**

1) Required Documents with Offer & Purchase Agreement

- [ ] **Preapproval Letter with Property Address & Purchase Price**
- [ ] **Purchase Agreement with All Addenda & Amendments**
- [ ] **1003 Loan Application**
- [ ] **Previous Year's Tax Returns for All Buyers on Loan Application**
- [ ] **2 Months of Paystubs**
- [ ] **Clear Documentation of All Household Members**
- [ ] **Income Eligibility Form**
- [ ] **All Income Sources (e.g. SSI, Child Support, Disability, Variable Income, etc.)**
- [ ] **Documented Sources of All Proposed DPA**
- [ ] **Clear Documentation of Funds Buyer is Providing**
- [ ] **Documentation of Assets**
- [ ] **Loan Estimate, including:**
  - **Loan Amount**
  - **Interest Rate**
  - **Monthly Principal & Interest Payment**
  - **Estimated Property Taxes**
  - **Ground Lease Fees**
  - **Closing Costs**

**Submit all documents to Program Associate at emily@rochesterarea.org*

First Homes

LENDER CHECKLIST

2) Required Documents After Purchase Agreement is Signed

- [ ] Revised Loan Estimate with Accurate Numbers
- [ ] Appraisal
- [ ] Homebuyer Education Certificate
- [ ] Title Commitment
- [ ] Gap Loan Application (If Applicable)
- [ ] Homebuyer Education Certificate

3) Required 72 Hours Prior to Closing

- [ ] Buyer's Final Closing Disclosure

4) After Closing

- [ ] Signed Closing Disclosure
- [ ] Signed Deed
- [ ] Signed Ground Lease
- [ ] Buyer's Copy of the Owner's Title Policy

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