

City of Citrus
Heights
Loan
Submission
Checklist

Fed Ex or hand deliver package to the attention of:

Leonor Perez
NeighborWorks® Sacramento
2411 Alhambra Blvd., Ste. 200
Sacramento, CA 95817

*Emailed or faxed packages will not be accepted

All loan package must be accompanied by a Cover Letter to include: The expected close of escrow date, borrower(s) vesting and requested amount of assistance.

Submission Documents

- ✓ Program Application & Program Disclosure – initialed and signed by the borrower
- ✓ Authorization to Release Information – signed by all household members 18yrs & older
- ✓ Homebuyer Education certificate – cannot be older than 6 months

Approval Documents

- ✓ Final Loan Approval - 1st mortgage Lender
- ✓ 1008 Transmittal Summary – 1ST mortgage Lender
- ✓ Signed 1003 Loan Application - 1st mortgage Lender
- ✓ TRID Disclosures – 1st mortgage lender
- ✓ QM Finding Report

Credit

- ✓ Copy of CA Driver's license/INS Card
- ✓ Credit report
- ✓ Letters of explanation (if applicable)
- ✓ Alternative Credit (if applicable)
- ✓ Verification of Rent

Income

- ✓ Verification of income from all household members 18yrs & older
Zero Income – must be verified by the following agencies: EDD, Social Security and Dept. Public Assistance
- ✓ VOE – Verification of Employment
- ✓ Pay statements - most recent 30 day pay period
- ✓ Evid of Soc Sec/AFDC benefits (if applicable)
- ✓ Evid of Pension/ Annuity (if applicable)
- ✓ W-2's for last three years
- ✓ Tax returns for the last three years

Assets

- ✓ Most recent 6 months bank statements
- ✓ Proof of escrow deposit
- ✓ Gift letters and receipt of gift funds (if applicable)
- ✓ Explanations of large deposits (if applicable)

Property

- ✓ Flood Certificate
- ✓ Preliminary Title Report
- ✓ Purchase Contract (Must include a fully executed Lead-based Paint Hazards Disclosure & Addendum)
- ✓ Seller's Additional Representations and Warranties form-**Required**
- ✓ Home Inspection – **Required** (Pre-1978 properties, the inspection must specifically indicate both the interior and exterior paint was inspected and what defective conditions were found.)
- ✓ Termite Report – **Required**
- ✓ Appraisal/Statement of value

*** A copy of the 1st mortgage lender's Escrow Instructions, Note and Deed of Trust and estimated Settlement Statement are required before funding.**