



DC OPEN DOORS PRE-CLOSING FILE REVIEW SUBMISSION CHECKLIST

Borrower Name: _____

Property Address: _____

Servicer Loan #: _____ Lender ref# _____

Lender Name/Email: _____

Lender Phone: _____

Processor Name/Email: _____

Closing Date: _____ Est Closing: _____

General Documentation Needed for ALL Loans – Please submit in the order shown.

- ☐ Pre-Closing File Review Submission Checklist
- ☐ Copy of eHousing Plus Underwriter Confirmation Letter
- ☐ Copy of Fully Executed Sales Contract and all addendums
- ☐ Copy of Final Typed Form 1003 (Loan Application) (Signature Not Required)
- ☐ Copy of Homebuyers Education Certificate, signed (HFA Preferred, Purchase, First Time Homebuyer Only)
- ☐ Copy of Fannie Mae Borrower Authorization for Counseling (HFA Preferred Only)

Income Documentation – Needed for all Borrowers

- ☐ Income Verification (2 paystubs on file, signed/Notarized YTD P&L Statement for self-employed, etc.)
- ☐ Other Income Documentation as needed – Social security, child support or alimony, etc.

DPA Loans – Must Reserve DC Open Doors First Trust

- ☐ DC Open Doors DPA Loan Funding Request Form
- ☐ Wiring Instructions for Title Company

Mortgage Revenue Bond Loans (General Documentation and items below are needed for MRB)

- ☐ Past 3 Years Federal Income Tax Returns for ALL Household Occupants over the Age of 18
- ☐ 2 Most Recent Paystubs for ALL Household Occupants over the Age of 18
- ☐ Previous 2 Years W-2s for ALL Household Occupants over the Age of 18
- ☐ Completed Acquisition Cost Worksheet (Document at www.dcopendoors.com / Participating Lenders Only)
- ☐ Executed Notice of Recapture Tax (Document at www.dcopendoors.com / Participating Lenders Only)
- ☐ Completed, Executed and Notarized Seller's Affidavit (Document at www.dcopendoors.com / Participating Lenders Only)
- ☐ Completed, Executed and Notarized Buyer's Affidavit (Document at www.dcopendoors.com / Participating Lenders Only)

Please submit the complete package, ACCO fastened in the above order, to:
 District of Columbia Housing Finance Agency
 Attention: Single Family Programs
 Pre-Closing Review
 815 Florida Avenue NW
 Washington, DC 20001

For DCHFA Use



DCHFA DPA Loan Funding Request Form

Borrower Name: _____

Property Address: _____

DCHFA Loan #: _____ (for DPA loans add a "D" to the end of the DCHFA Loan #)

Lender Name: _____

Lender Loan #: _____

Lender Phone: _____

Processor Name/email: _____

Closing Date: _____ Estimated Closing: _____

I hereby request the following funds be wired to the settlement company below:

Settlement Company Name: _____

Settlement Company Address: _____

Settlement Company Contact Name and Phone: _____

Settlement Company Email: _____

Name of Bank/Financial Institution: _____

Bank/Financial Institution Address: _____

ABA Number: _____

Account Number: _____

Amount of Funds Requested: _____

☐

I have attached a HUD-1 Statement or Good Faith Estimate for the transaction showing the final First Trust Loan amount and the requested funds to fund the Down Payment Assistance (DPA) loan.

If the above closing does not happen on the above closing date I understand the DPA funds will be returned to DCHFA by the Settlement Company and the funds will need to be requested again if the closing is rescheduled. DCHFA may need up to three days to re-sent funds for a re-scheduled closing.

If the first mortgage is not purchased by DCHFA's Master Servicer, as spelled out in the Participating Mortgage Lender Single Family Agreement, I will re-purchase the above DPA loan from DCHFA.

Lender Name

Lender Signature

Date

August 2013

Printed on



DC OPEN DOORS PRE-CLOSING FILE REVIEW DETERMINATION

Borrower Name: _____
Property Address: _____
DCHFA Loan #: _____
Lender Name: _____
Lender Loan #: _____
Lender Phone: _____
Processor Name: _____
Closing Date: _____

The District of Columbia Housing Finance Agency has reviewed the pre-closing file you submitted for the above referenced borrower(s). The pre-closing file submitted for this borrower(s) is:

Approved

Pre-Closing Approval Date: _____

You may proceed with loan settlement on the DCHFA first trust loan and the DPAL (if applicable.)

Declined because Borrower does not Qualify

Borrower does not qualify based on Income

Borrower does not qualify based on incomplete Application – see below

Package Submission is Missing Documents

Pre-Closing File Review Submission Checklist

Copy of eHousing Plus Underwriter Confirmation Letter

Copy of Fully Executed Sales Contract and all addendums

Copy of initial signed and dated 1003 application

Copy of final typed 1003 application (signature not required)

Copy of Homebuyers Education Certificate, signed (HFA Preferred, Purchase Only)

Income Verification for ALL household members (2 paystubs or VOE, signed/notarized YTD P&L Statement for self-employed, etc.)

Other Income Documentation as needed – social security, child support or alimony, etc.

DCHFA DPA Loan Funding Request Form

HUD-1 or Good Faith Estimate



DCHFA MORTGAGE PROGRAM BORROWER'S CLOSING RECERTIFICATION

Servicer Loan Number _____

Borrower(s) name(s): _____

Property Address: _____

As of settlement _____ **(date)**

Please check if true:

I/We certify that the information as previously submitted and approved by DCHFA via a Pre-Closing File Review File remains true and correct.

If not, changes are indicated below. Please check items that have changed and list updated information below the category.

Changes to those liable on the Mortgage/ Note

Changes to number of persons residing in the household

Changes to income

Changes to employment (i.e. receive raise, commission, no longer employed, new employer)

Changes to property sales price

Changes to marital status (i.e. separated, getting divorce, divorced, married)

Other _____

Borrower _____

Borrower _____

Submitted in Post-Closing File Review Submission to eHousingPlus.

Down Payment Assistance Funding Verification Form

TO: U.S. Bank Home Mortgage-MRBP

RE: _____
Borrower Name

Co-Borrower Name

USBHM LOAN #: _____
(If available)

DPA AMOUNT: \$ _____

The Down Payment Assistance funds provided to the borrower(s) referenced above were directly transferred from the Housing Finance Agency to the closing and the following is required:

- This Down Payment Assistance Funding Verification Form - USB001
- Attach a copy of the wire or check information from HFA verifying direct transfer of down payment assistance from the Housing Finance Agency.