



Delaware Emergency Mortgage Assistance Program (DEMAP)

TRANSMITTAL OF LOAN DOCUMENTATION

Borrower Name: _____

Co-borrower Name: _____

Homeowner Address: _____

City State ZIP: _____

Counseling Agency: _____

<input type="checkbox"/>	Original signed Application
<input type="checkbox"/>	Hardship Letter – Must include month and year hardship began
<input type="checkbox"/>	DEMAP Required Document – Prequalification Checklist & Supporting Documentation
<input type="checkbox"/>	Authorization for Release of Information
<input type="checkbox"/>	IRS Form 4506T
<input type="checkbox"/>	Copy of Current Hazard Insurance Policy

Upon verification that the application package is complete, the Counseling Agency must create a Reservation through the Mitas Online System. Then, forward the complete package to DSHA as soon as possible for review.

Reservations will be cancelled in 15 days of the Reservation date if the loan file is not received by DSHA.

A full review of the loan application will occur only when all required documents have been received in the DSHA Housing Finance.

DO NOT SUBMIT INCOMPLETE PACKAGES.