



**DOWN PAYMENT ASSISTANCE  
SUBMISSION CHECKLIST**

Email submissions, including checklist and documentation to [DPArequests@prmg.net](mailto:DPArequests@prmg.net)

**SUBMISSION REQUEST:**

**Borrower:** \_\_\_\_\_ **PRMG Loan Number:** \_\_\_\_\_

**Broker/Correspondent:** \_\_\_\_\_

**Requester Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please check all items that are included in this **DPA REQUEST** package:

- [ ] Program Name: \_\_\_\_\_
- [ ] Program City and State: \_\_\_\_\_
- [ ] Agency Contact: \_\_\_\_\_  
(name & phone number)
- [ ] Program description (borrower and property eligibility requirements - please include website)
- [ ] Income limits included
- [ ] Promissory Notes/Deeds of Trust/Mortgage: *(All documents that would require a lien on the property and/or the borrower's signature. Legal documents must include a subordinate clause naming first mortgage as superior)*
- [ ] Any other legal documents to be completed by the borrower
- [ ] Indicate financing options requested for use in conjunction with this program:
  - [ ] FHA                      [ ] VA                      [ ] Conventional
- [ ] Evidence it complies with the following:
  - [ ] Must be provided by a government entity
  - [ ] Meets all published requirements of FHA/VA/Fannie Mae/Freddie Mac (as appropriate for request)
  - [ ] First trust deed loan may not be subject to any terms or conditions of a bond program
  - [ ] Program does not restrict the transfer of servicing rights of the first mortgage
  - [ ] Program may not require prior notification or approval from the sponsoring authority in the event of the transfer of the first mortgage's servicing rights

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**For PRMG Internal Use Only**

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Final Determination:**                      [ ] Approved                      [ ] Denied

**Approved for use with:**                      [ ] FHA                      [ ] VA                      [ ] Conventional

**Comments:** \_\_\_\_\_

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