

Loan Package Checklist

City of Manteca –FTHB Program

BEGINNING OF ESCROW

(Submit documents at a minimum of 20 days prior to close of escrow)

- ___ City of Manteca FTHB Approval Letter
- ___ Loan Application
- ___ Estimated HUD- 1
- ___ Credit Report for Each Applicant
- ___ Homebuyer Class Certification
- ___ Recent 1 month Pay Stubs
- ___ Recent consecutive two months Bank Statements
- ___ Purchase Agreement
- ___ Preliminary Title Report
- ___ Pest Report/ Soil Treatment
- ___ Home Inspection Report (If ordered)
- ___ Lead Base Paint
- ___ Seller of Existing Home (Grant Deed)
- ___ MCAW (FHA)
- ___ Appraisal/CIR/MCRV/NOC
- ___ Conditional Loan Approval (When received by Lender)

PRIOR TO FUNDING

- ___ Certificate of Occupancy
- ___ Borrower's Affidavit
- ___ Evidence of Hazard Insurance
- ___ Estimated HUD- 1 (Updated)
- ___ 1st & 2nd Note and Deed

IF APPLICABLE

- ___ Verification of Disability
- ___ VA Certificate of Eligibility & DD214
- ___ Divorce Decree
- ___ HOA Cert
- ___ HOA Fidelity Bond, CCR's, By-laws, Current Budget, Articles of Incorporation
- ___ Gift letter and donors verification of ability to give gift

Email for Loan Docs: _____
Title Company: _____ Phone #: _____
Address: _____
Title Co. Contact Name: _____ Fax #: _____
Lender: _____ Phone #: _____
Lender Contact Name: _____ Fax #: _____
CalHFA Loan?: _____ Yes _____ No Escrow #: _____
Sales Price; \$ _____ Appraised Value \$ _____
Loan Amount 1st: _____ Loan Interest Rate: _____
Loan Amount 2nd: _____ Loan Interest Rate: _____
Family Size _____ Monthly Income \$ _____ # of Bedrooms _____
Prior to Purchase, House was occupied by: Seller ___ Tenant ___ Vacant ___
Year House Built: _____ Ethnicity of Buyers: _____
If this is a condominium, enter homeowner dues: \$ _____
Annual Income: _____ Income Limit: _____