



MORTGAGE SUBSIDY HOMEBUYER ASSISTANCE CHECKLIST

Borrower(s): _____

- Homebuyer Information Data Sheet
- ADFA Notice to Homebuyer
- Application for HOME Assistance
- Source of Income
 - o Verification of Employment
 - Or
 - o Two most recent check stubs
 - o Income source documentation (SSA, SSI, VA, Retirement, etc.)
- HUD –1 (Preliminary)/ Good Faith Estimate (GFE)
- Uniform Residential Loan Application (1003) from the mortgage company
- Commitment Letter from Mortgagee
- Fully Executed Real Estate Contract
- Uniform Residential Appraisal Report
- Copy of the Survey
- Homebuyer Counseling Certificate

FYI

Number of pages with ADFA homebuyer documents
 ADFA Mortgage Subsidy Agreement – 3 pages
 ADFA Mortgage – 6 pages
 ADFA Deed Restriction – 4 pages

FOR ADFA USE ONLY

Date received:

Reviewed by: _____ Date: _____

Note: ADFA must prepare lien documents and provide closing instructions that will be sent to the closing agent for each buyer prior to each loan closing.



HOMEBUYER INFORMATION DATA SHEET

HOMEBUYER/BORROWER

Applicant:	Co-Applicant:
Current Address:	Current Address:
Interest Rate:	Interest Rate Other: Explain
Number persons in household:	Annual household income: \$

PROPERTY TO PURCHASE

Address:	Type of HOME								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td>SINGLE FAMILY</td></tr> <tr><td></td><td>DUPLEX</td></tr> <tr><td></td><td>TRIPLEX</td></tr> <tr><td></td><td>QUAD</td></tr> </table>		SINGLE FAMILY		DUPLEX		TRIPLEX		QUAD
	SINGLE FAMILY								
	DUPLEX								
	TRIPLEX								
	QUAD								
What County is the house located in?:	Is the house located in a flood zone?:								

CLOSING AGENT

Title Company:	Mailing Address:
Physical Address:	
Contact Person:	Email:
Tax ID Number:	

LENDER INFORMATION

Lender	Contact Person:			
Address	Email Address:			
Loan Information				
Front End Ratio	Back End Ratio	Loan to Value %	Estimated Hazard Ins.	Estimated Flood Ins.
%	%	%	Per Month \$	Per Month \$

FUNDING SOURCES

CONTRACT/SALES PRICE	\$	ADFA FUNDS	\$
CLOSING COSTS	\$	NON-GOVERNMENT	\$
LOAN AMOUNT	\$	GIFTS	\$
BUYERS CASH CONTRIBUTION	\$	SECONDARY LOANS	\$
SELLER'S CONTRIBUTION	\$	OTHER	\$