

Homebuyer Setup Packet

Homebuyer Name:

Unit Address:

Closing Date:

1. Eligibility Documents

- Housing Application
- Applicant Government Photo ID (all applicants and/or adults in household)
- Power of Attorney Photo ID and Form (if applicable)
- Proof of Disaster Impact (if applicable)
- Income Determination – buyer is LMI qualified (National Objective)
 - a. HUD Income Eligibility Calculator Printout (confirmation of National Objective)
 - b. DLG Income Form (cash value of assets)
- Supporting Income Documentation (bank statements, paychecks, tax returns, employer verification, etc)
- Underwriting Spreadsheet with client profile
- CDBG-DR award calculation
- Final Duplication of Benefits (DOB) Analysis Checklist and DOB calculator.
DLG will send an approval email to be placed in buyer closing file.
- Exception / Hardship Case forms and any supporting documentation (if applicable)
- Eligibility Determination Letters (Waitlist, Not Eligible, Pre-Approval, Final Approval)
- Appeal Requests and Determinations

2. Home Purchase Documents

- Homebuyer Education/Counseling Certificate (if applicable)
- Signed purchase agreement (includes address, purchaser, sales amount, & contingencies) and any amendments
- Signed CDBG-DR Purchase Agreement Addendum
- Reasonable accommodation request (if applicable)
- 1st Mortgage Loan preapproval letter showing debt to income and loan terms
- Loan estimate, or Good Faith Estimate (GFE) for primary mortgage

- Appraisal Report
- Proof of clear title before closing
- Draft Settlement statement
- Final Inspection Report

3. Post Closing and Close Out Documents

- Primary Residency Certification
- Signed Closing Disclosure (in lieu of HUD-1) and Truth in Lending Act (TILA) disclosure(s)
- Proof of property insurance for a period of one year naming the Commonwealth of Kentucky as mortgagee
- Signed Homebuyer Loan Agreement
- Signed and recorded CDBG-DR Mortgage
- Signed CDBG-DR Promissory Note
- Signed and recorded Assignment of Mortgage
- Signed Allonge to Promissory Note
- Signed Subrogation Agreement
- Signed subordination agreement between Commonwealth of KY and 1st Mortgage holder (if required by senior lender)
- Other:

4. Documents for prior home sale (if applicable)

- Loan pay off documentation and/or cancellation documents for other loans
- Notice of title change