

APPENDIX E

HOME BUYER APPLICATION TRACKING SHEET

Borrower(s):			# of Household Members:					
Current Mailing Address:								
Home Phone #:		Cell #:		Work #:				
Property Address:				Zip:				
Neighborhood:				Census Tract:				
Gross Monthly Income:			% MFI:					
Program:		Term:		Interest Rate:		Monthly Payment:		
First Mortgage Amount:		City's Mortgage Amount:			Assistance Area:		Yes	No
Lender's Name:								
Lender's Address:				City:		State:		Zip:
Lender Contact Information		Name:		Telephone #:		E-Mail:		
		Contact:						
Title Company		Name:		Telephone #:		E-Mail:		
		Contact:						
Real Estate Agency		Name:		Telephone #:		E-Mail:		
		Contact:						
Insurance Agency		Name:		Telephone #:		E-Mail:		
		Contact:						

PRE-SETTLEMENT ACTIVITIES

Provide the following documentation when submitting loan package for approval:	Included		Comments
	Yes	No	
Property Appraisal Report			
Home Inspection Report			
Credit Report			
Uniform Residential Mortgage Loan Application (1003) (signed)			
Analysis Worksheet Purchase Money Mortgage (1008)			
Fully Executed City Purchase Assistance Application			
Borrower's Consent and SS Number Collection Notice			
Fully Executed Purchase Contract w/ Extensions if Applicable			
Proof of Earnest Money Deposit - Copy of Canceled Check			
Credit Explanation, if applicable			
Third Party Verification of Employment (VOE) (FNMA)			
Verification of Employment (VOE) (FNMA) Other HH Members			
Proof of Child Support and/or Alimony			
Proof of Dependent Household Members (birth certificates, etc.)			
Resident Alien Status (Green Card, VISA, etc.)			
6 Months Most Recent Checking Account Statements			
Most Current Savings Account Statements w/YTD Interest			
Most Recent Tax Returns (One Year)			
Year-to-Date Profit and Loss Statement if Self-Employed			
Two Years Tax Returns if Self-Employed			
Copies of Current Asset Accounts (IRA,401K or Other)			
Copies of 12 Months Canceled Rent Checks, Money Orders, etc.			
Good Faith Estimate of Settlement Charges			
Current Paystub with Year-to-Date Earnings - All Employed Household Members			

Submit the following documents prior to closing:	Submitted
Title Insurance Commitment	
Property Boundary and Tie-in Survey	
Termite Inspection Report	
Home Owner's and Flood Insurance Policies	
Home Buyer Class Certification	
First Mortgagor's Commitment Letter	