

**D.C. OPEN DOORS
WITH/WITHOUT DPAL**

LENDER and
include or "**N/A**"
if not applicable

1.	eHousingPlus Loan Confirmation Form	
2.	MCC Option Form (for lenders currently participating in the MCC Program)	
2.	Borrower Income Affidavit	
3.	Automated Underwriting (AU) Findings (LP/DU must match loan type reserved)	
4.	Final typed 1003 Loan Application – must reflect ALL Subordinate Financing	
5.	Income Verification Docs as per AU Findings (Borrower(s) Only) (VOE/Paystubs/W2s/1040s)	
6.	Documentation of Additional Income, even if not used for qualifying (Bonus/OT/CS/Alimony)	
7.	Fully Ratified Sales Contract	
8.	Loan Estimate (LE) for 1 st trust – reflecting correct fees – see final page	
9.	Homebuyers Education Certificate (HFA Conv., Purchase, First-Time Homebuyer Only)	
	DC Open Doors Down Payment Assistance Loan (DPAL)	
10.	Signed DC Open Doors Down Payment Assistance Loan Disclosure	
11.	DCHFA DPA Loan Funding Request Form with Wiring Instructions	

MCC and/or HPAP		LENDER <input type="checkbox"/> and include or "N/A" if not applicable
REQUIRED FOR ALL MCC RESERVATIONS AND/OR HPAP LOANS UNLESS OTHERWISE SPECIFIED		
1.	SIGNED UNDERWRITING TRANSMITTAL / 1008	
2.	FINAL LENDER LOAN COMMITMENT	
3.	MCC APPLICANT DISCLOSURE (MCC-003) (MCC ONLY)	
4.	MCC PROGRAM DISCLOSURE (MCC-005) (MCC ONLY)	
5.	MCC NOTICE TO BORROWER OF POTENTIAL RECAPTURE (MCC-004) (MCC ONLY)	
6.	AUTOMATED UNDERWRITING FINDINGS (AU)	
7.	FINAL TYPED 1003 LOAN APPLICATION	
8.	CREDIT REPORT Tri-Merge (HPAP ONLY)	
9.	INCOME DOCUMENTATION – Borrowers: Docs for <u>all</u> jobs/income for <u>all</u> household members age 18 and older not attending school full time	
	Child support and/or Alimony – court order/agreement	
	Other Income: _____	
	Salaried Borrowers and Household Members age 18 and older not attending school full time:	
	Written VOE <u>OR</u>	
	<ul style="list-style-type: none"> • One month’s paystubs – HPAP must be dated within 60 days of closing • Previous 2 years’ W-2s 	
	Self-employed Borrowers (and Household Members age 18 years old and older for HPAP and MCC):	
	*** MUST INCLUDE U/W’S INCOME WORKSHEET	
	Previous 2 years’ Federal Income Tax Returns (personal/business)	
	<ul style="list-style-type: none"> • YTD Profit and Loss Statement if more than 3 months since previous tax return end date 	
10.	HPAP BORROWER MUST BE A FIRST-TIME HOMEBUYER, and on MCC, IF PROPERTY IS LOCATED IN A NON-TARGETED AREA, BORROWER MUST BE A FIRST-TIME HOMEBUYER:	
	3 years’ signed Federal Income Tax Returns or IRS Transcripts**/*** <u>OR</u>	
	<ul style="list-style-type: none"> • MCC Only – Veteran’s Exemption - DD214 <u>OR</u> • Current LES and Confirmation of Active Duty Status using https://scra.dmdc.osd.mil/ 	
	* Affidavit explaining why not required to file a federal tax return for any years not filed	
	** Affidavit in lieu of current year’s tax return stating borrower(s) did not have any ownership interest in a residence – (only to be used prior to federal income tax filing deadline)	
11.	ASSET DOCUMENTATION - (HPAP ONLY)*	
	* HPAP minimum investment = \$500 or ½ of assets over \$3,000, whichever is more (ALL ASSETS MUST BE DISCLOSED/DOCUMENTED)	
	VODs for all asset accounts of each borrower <u>OR</u>	
	<ul style="list-style-type: none"> • Bank/Asset Statements – most recent 2 months consecutive (NOT MORE THAN 45 DAYS OLD AT TIME OF SUBMISSION) or most recent quarterly – ALL PAGES 	
12.	Statement from borrower concerning marital status/interest/support, if applicable	
13.	SALES CONTRACT – must include HPAP addendum for HPAP loans	
14.	APPRAISAL – HPAP Only	
15.	LEAD BASED PAINT DISCLOSURE – HPAP Only	
16.	TERMITE REPORT – HPAP Only	
17.	LOAN ESTIMATE (LE) for 1 st Trust – reflecting correct fees – see final page	

18.	MORTGAGE INSURANCE CERT	
19.	TITLE INSURANCE BINDER – HPAP Only	
20.	<p>Hazard/Homeowner’s Insurance Policy – HPAP Only</p> <ul style="list-style-type: none"> • HPAP Mortgagee Clause: <ul style="list-style-type: none"> • The Department of Housing and Community Development c/o District of Columbia Housing Finance Agency, its successors and/or assigns, as their interests may appear. 815 Florida Avenue, NW Washington, DC 20001 	

REMINDER:
PRIOR TO CLOSING

1.	FINAL CLOSING DISCLOSURE (CD)
2.	Insured Closing Letter – HPAP Only
3..	Updated/Changed Circumstances – SUBJECT TO REVISED APPROVAL

FEES FOR DC OPEN DOORS AND MCCs:

- Processing/Compliance Fee payable to eHousingPlus:
 - \$275 for DC Open Doors Loan only
 - \$450 for DC Open Doors Loan with MCC
 - \$275 for MCC Standalone
- MCC Issuance Fee due to DCHFA, as follows:
 - \$450 for MCC with DC Open Doors Loan or VA Standalone
 - \$1,500 for MCC StandaloneLender may charge an MCC application fee of up to \$450
- Recording Fees to be paid/advanced by DCHFA on DC Open Doors DPAL:
 - DCHFA will advance \$156.50 in addition to the Down Payment Assistance amount on all DC Open Doors DPA loans to cover the cost to record the DOT