



DCHFAs DC Open Doors Loan Submission Checklist

Lender: _____ **Est. Closing:** _____

Lender Contact Info: _____

Borrower(s): _____

- ☐ Underwriter Approval – no Manual U/W
 - FHA 9200 Approval
 - Conventional 1008
- ☐ Final Automated Underwriting Findings
 - FHA – DU or LP
 - Conventional – DU or LP
- ☐ Final 1003 Application
- ☐ Credit Report
 - Must match AUS
- ☐ Income Documents per AUS Findings
- ☐ Ratified Sales Contract
- ☐ Homebuyer Education Certificate
 - Required on Conventional if all Borrowers are First-Time Homebuyers
 - Must meet standards defined by the National Industry Standards for Homeownership Education

Loan Estimate

Down Payment Disclosure, if applicable

- ☐ Title Company Wiring Instructions, if receiving DPA
- ☐ Title Company Contact Information

**ALL SETTLEMENTS UTILIZING DOWNPAYMENT FUNDS MUST BE
SCHEDULED WITH DCHFAs AT LEAST 48 HOURS IN ADVANCE**

**SETTLEMENTS WILL NOT BE SCHEDULED ON OUR CALENDAR UNTIL
THEY HAVE BEEN CONFIRMED IN WRITING BY
AN AGENCY UNDERWRITER**