



## **DCHFA DC Open Doors and DC4ME – Loan Submission Checklist**

For FHA, Conventional, and VA Loans

Submit at least 48 hours prior to settlement if using Down Payment Assistance (DPA)

### **DCHFA Loan Product**

DCOD w/ DPA

DCOD w/o DPA

DC4ME w/ DPA

DC4ME w/o DPA

### **Loan Type**

FHA

Conventional

VA (w/COE)

### **Borrower & Lender Information**

Lender Name: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

Lender Contact Information: \_\_\_\_\_

Borrower(s) Name(s): \_\_\_\_\_

### **Required Loan Documents (All Loan Types)**

Underwriter Approval (No Manual Underwriting)

- FHA – FHA 92000
- Conventional – FNMA 1008
- VA – VA Loan Analysis (VA 26-6393)

Final Automated Underwriting Findings (AUS)

- FHA – DU or LP
- Conventional – DU or LP
- VA – DU/LP or Lender AUS printout

Final 1003 Uniform Residential Loan Application

Credit Report – Must match AUS findings

Income Documentation – Per AUS or VA guidelines

Ratified Sales Contract

Homebuyer Education Certificate (if applicable)

- Required for Conventional loans if all borrowers are first-time homebuyers
- Must meet National Industry Standards for Homeownership Education

Loan Estimate (LE)

Down Payment Disclosure (if receiving DPA)

Title Company Wiring Instructions (for DPA disbursement)

Title Company Contact Information

### **Additional VA-Specific Documents (If Applicable)**

HUD/VA Addendum to URLA Pgs. 1-2 executed by borrower

LNV – Lender Notification of Value

VA Amendatory Clause

VA Funding Fee Receipt or Exemption Documentation

### **Important Notes**

- All settlements utilizing Down Payment Assistance must be scheduled with DCHFA at least 48 hours in advance.
- DCHFA will not confirm settlement until a written confirmation is received from an Agency Underwriter.

Questions? Contact DCHFA at [hfaloans@dchfa.org](mailto:hfaloans@dchfa.org)