



EAHP / First Responder / NEAHP* Lender Submission Checklist

*** NEAHP Reservations only need a NEAHP Eligibility Letter - please do NOT upload a complete loan file for the NEAHP Reservation**

Borrower Name:

File Contact Email:

Lender & Contact:

File Contact Phone No.:

External Lender Submission Checklist

Borrower Documentation

- Completed 1003/URLA w/ EAHP / First Responder / NEAHP amount outlined in 4b
- Transmittals: 1008 – Conventional, FHA Transmittal – FHA, Loan Analysis 26-6393 - VA
- Employment verification (VOE - eligibility proof)
- Income docs (2 paystubs, 2 years W-2s, 2-years tax return)
- 2 months bank statements (all pages) **to determine matching grant*
- Earnest Money Deposit (EMD)
- Credit report used in primary underwriting
- Final DU/LPA Findings or manual UW worksheet

Loan Documentation

- Primary loan approval/commitment letter

Property Documentation

- Executed sales contract + addenda
- Final appraisal (1004 URAR)
- LEAD Disclosure (built before 1978, FEDERAL and DC)
- Termite Report – SF, TH, and Condo's 3rd floor units and below
- HOI w/ DCHFA Mortgagee Clause (*HOI quote not acceptable*)
- Master Condo Cert w/ DCHFA Mortgagee; if applicable
- Flood Certificate

Program-Specific Docs

- HPAP/EAHP Sales Contract Addendum
- NOE (Signed and Dated)
- 8 – Hour Training Certificate
- Inspections Form Pgs. 1 - 3

Title Documents (EAHP requirement)

- Title Commitment reviewed for clear ownership, subordinate lien position, and no title defects
- CPL
- Wiring Instructions
- Tax Information Sheet (for Subject Property)

*** NEAHP Eligibility Letter (for NEAHP eligible borrowers only)**

NEAHP Eligibility Letter