DC HOUSING FINANCE AGENCY

HomeAdvantage DC
LENDER SUBMISSION CHECKLIST

HOME ADVANTAGE DC

BORROWER NAME:

(Last Name/First Name)

CO-BORROWER NAME:

(Last Name/First Name)

LP LOAN #:

LENDER LOAN #:

PROGRAM:

- ☐ Conventional No DPA
- ☐ FHA No DPA
- ☐ VA no DPA
- ☐ Conventional with 3% DPA
- ☐ FHA with 3.5% DPA
- ☐ VA with 3.5% DPA

PROPERTY ADDRESS:

WARD:

CENSUS TRACT:

TARGET AREA: ☐ Yes ☐ No

PROPERTY TYPE:

☐ SF Detached ☐ Townhome/PUD ☐ Rowhome ☐ Condominium

OTHER SUBORDINATE FINANCING:

1st LOAN AMOUNT:

SALES PRICE:

RESERVATION DATE:

ESTIMATED SETTLEMENT DATE:

ORIGINATOR COMPANY NAME:

LOAN OFFICER:

Email:

Phone:

PROCESSOR:

Email:

Phone:

ADDITIONAL LENDER CONTACT NAME if Applicable:

Email:

Phone:

TITLE COMPANY NAME:

TITLE COMPANY CONTACT NAME:

Email:

Phone:

NAME(S) ON TITLE:

MANNER IN WHICH TITLE WILL BE HELD:

☐ Sole Owner ☐ Joint Tenancy ☐ Tenants by the Entirety

HOMEADVANTAGE DC CLOSING GUIDANCE

PLEASE EMAIL CD PRIOR TO CLOSING TO HOMEADVANTAGE@DCHFA.ORG ALL LOAN TRANSACTIONS MUST BE PRESENTED ON ONE CLOSING DISCLOSURE (CD). THE CD SHOULD INCLUDE AN ITEMIZE OF ALL LOANS AND GRANTS PROVIDED TO THE CLIENT.

o IF THIS LOAN DOES NOT CLOSE, PLEASE EMAIL SFPOSTCLOSING@DCHFA.ORG IMMEDIATELY. IT IS IMPERATIVE THAT YOU INFORM US IF YOUR CLOSING DATE CHANGES OR THIS LOAN DOES NOT CLOSE AS SCHEDULED.

o IN THE EVENT THIS LOAN DOES NOT CLOSE, ANY FUNDS ADVANCED FOR DPA MUST BE RETURNED IMMEDIATELY.

o IN THE EVENT THAT THE BORROWER(S) AND/OR SELLER(S) DECLINE TO SIGN ANY DOCUMENTS: DO NOT CLOSE THIS TRANSACTION.

MORTGAGEE CLAUSE for DPAL:
District of Columbia Housing Finance Agency, U.S. Bank Trust Company, National Association, and their respective successors and assigns, as their interests may appear
815 Florida Avenue, NW
Washington, DC 20001

LENDER SUBMISSION CHECKLIST

DCHFA RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION TO EVALUATE THIS LOAN APPLICATION

	HomeAdvantage DC MORTGAGE REVENUE BOND DOCUMENTS
	First Time Homebuyer/Income Application Declaration
	Seller Declaration
	Notice to Applicants Federal Recapture Disclosure
	DISCLOSURES
	1st Mtg All Loan Estimates, Initial, Revised, Locked
	2nd Mtg All Loan Estimates, Initial, Revised, Locked
	Borrower Consent to Use Tax Returns
	Signature Authorization
	Patriot Act Disclosure Borrower
	ECOA
	E-Sign Act Consent
	Intend to Proceed
	DCHFA DPA Disclosure
	COMPLIANCE
	Homebuyer Education Certificate must be a DCHFA Approved Provider OR HUD Approved
	Borrower ID, Legible not Expired
	Exclusionary List All Parties in the Transaction-LDP, GSA If third-party tool is used, or Processor Cert confirming list has been checked/reviewed
	FHA COMPLIANCE
	92564-CN Home Inspection
	92900.B Important Notice to Homebuyers
	FHA Connection Case Number Assignment, Borrower Validation, Appraisal Logging, CAIVRS
	Identity of Interest Certification
	“Successful” Upload to EAD
	FHA Loan Underwriting & Transmittal Summary
	FHA Amendatory Clause
	92900. A HUD Addendum to URLA. Pages 1-4; -Page 3 Must be Executed by the UW
	HUD-92800.5B, Conditional Commitment Direct Endorsement Statement of Appraised Value
	VA COMPLIANCE OR VETERAN EXEMPTION REQUIREMENT
	Loan Analysis & Certification & CAIVRS
	VA Amendatory Clause
	Certificate of Eligibility
	LNV-Lender Notification of Value
	DD-214 or DD-4, if Applicable for First Time Homebuyer IRS Rule Exemption
	FINAL DOCS
	Uniform Underwriting
	10-Day Pre-Closing VOE

	APPROVAL DOCUMENTS
	AUS Feedback Results (DU/LP); 1008/Transmittal Summary
	Additional Documentation for Refer/No Score
	Additional Documentation per Feedback Results
	Excessive Submissions Addressed
	APPLICATION
	URLA-Initial (3 Years Residency for Bond Loan)-Section 4b w/ Subordinate Lien Completed if Applicable
	URLA-Final
	CREDIT REPORT
	Credit Report/Credit Supplements
	Documentation for Any Omitted Accounts
	Credit Explanation/Inquiry Explanation
	Documentation for Any Co-signed/Authorized User
	Documentation for Any Debt Not Listed on Credit Report or Alternative Credit
	INCOME
	Underwriter Income Worksheet; for Household and Qualifying Income
	Verification of Employment, VOE for prior 2 years – must match W-2
	Paystub within 30 days of Submission to DCHFA
	Signed Tax Returns Most Recent Year, Including W2(s) or IRS Non-Filing
	SSI/Disability or Other Assistance/Income
	Child Support/Alimony
	Self-Employment Documentation; P&L, 2 yrs. Taxes
	ASSETS
	Copy of Earnest Deposit
	Gift Letter or Source Funds to Close
	Gift Transfer/Donor’s Ability to Give
	Verification of Deposit; 2 Months Bank Statements; Assets Must Match AUS Feedback Results
	Large Dollar Deposit Documentation, deposits >50% total monthly qualifying income
	PROPERTY
	Title Commitment, Including Legal; Alta 8 & 9, Wiring Instructions, CPL
	Appraisal Report-Must State Purpose/Intent of Use
	Final Inspection w/ Photos Reflecting all Repairs are Complete (for Appraisal if not 'As Is')
	HOI Declaration Page w/ Appropriate Coverage and DCHFA Mortgagee Clause
	Flood Certification-Reflecting ISAOA
	Ratified Contract w/ all Addenda’s
	Specific Power of Attorney