

Loan Submission Checklist

Fed Ex or hand deliver package to the attention of:

Alicia Perez, Loan Coordinator

NeighborWorks® HomeOwnership Center

2400 Alhambra Blvd.

Sacramento, CA 95817

(916) 452-5356 ext. 227

alicia@nwsac.org

Cover Letter stating the expected close of escrow date, borrower(s) vesting and requested amount of assistance

Approval Documents

- ✓ Final Loan Approval - 1st mortgage Lender
- ✓ 1008 Transmittal Summary
- ✓ Signed 1003 Loan Application - 1st mortgage Lender

Credit

- ✓ Copy of CA Driver's license/INS Card
- ✓ Credit report
- ✓ Letters of explanation (if applicable)
- ✓ Alternative Credit (if applicable)
- ✓ VOR – Verification of Rent

Income

- ✓ VOE – Verification of Employment
- ✓ Pay statements - most recent 30 day pay period
- ✓ Evid of Soc Sec/AFDC benefits (if applicable)
- ✓ Evid of Pension/ Annuity (if applicable)
- ✓ W-2's for last three years
- ✓ Tax returns for the last three years

Assets

- ✓ VOD – Verification of Deposit
- ✓ 3 recent months bank statements
- ✓ Proof of escrow deposit
- ✓ Gift letters (if applicable)
- ✓ Receipt of gift funds (if applicable)
- ✓ Explanations of large deposits (if applicable)

Property

- ✓ Flood Certificate
- ✓ Preliminary Title Report
- ✓ Purchase Contract
- ✓ Buyer's Independent Property Inspection (Home Inspection)
- ✓ Termite Report
- ✓ Appraisal/Statement of value

*** A copy of the 1st mortgage lender's Good Faith Estimate, Escrow Instructions, note and deed are required before funding.**