



City of Madison Uniform Application Package Checklist
When applying for Home Buy or American Dream Downpayment Initiative Funds

Borrower(s) Name _____

Borrower(s) Email _____

Lender Name _____ Contact Person _____

Contact: Phone _____ Fax _____ Email _____

Closing Date _____ Closing Location _____

Please assemble the application package in the following order:

- ___ 1. Application Package Checklist
- ___ 2. Uniform Residential Loan Application
- ___ 3. Good Faith Estimate of Closing Costs
- ___ 4. Truth in Lending Disclosure
- ___ 5. Completed Verification of Employment and 1 month of paystub or 3 months of paystubs
(Income documentation required for all household members over the age of 18)
- ___ 6. Verification of Deposit or alternative documentation and/or Gift Affidavit
- ___ 7. Six month average of checking account balance (Required for ADDI program)
- ___ 8. Residential Mortgage Credit Report or Triple Merged Credit Report
- ___ 9. Accepted Offer to Purchase including all amendments
- ___ 10. FHLMC/FNMA Residential Appraisal Report (with photographs)
- ___ 11. Copy of last year's federal tax returns including all schedules, W2s and attachments.
Self-Employed borrowers must provide most recent 2 years federal tax returns with all attachments.
- ___ 12. Independent Third Party Property Inspection (Exclude if using ADDI funds in transaction)
- ___ 13. Down Payment Assistance Borrower's Authorization signed
- ___ 14. Down Payment Assistance Borrower's Affidavit signed and notarized
- ___ 15. Conflict of Interest Statement signed and notarized
- ___ 16. Homebuyer Education Certificate
- ___ 17. Flood Certification