HOME-BUY THE AMERICAN DREAM

CHECKLIST

Borrower(s) Name _____

Property Address _____

Lender Name_____ Contact Person_____

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. Residential Mortgage Credit Report or Triple Merged Credit Report

_____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

____ 8. Accepted Offer to Purchase including all amendments.

_____ 9. Voluntary Acquisition Form

_____ 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 Report

____ 13. City of Madison Borrower's Authorization

____ 14. City of Madison Borrower's Affidavit

____ 15. City of Madison Conflict of Interest Statement

____ 16. Home buyer Education Certificate

____ 17. Flood Certification

____ 18. Property Insurance Binder with City of Madison listed as Mortgagee
City of Madison, PO BOX 2627, Madison, WI 53701-2627

____ 19. Title Insurance Commitment

____ 20. Preliminary Settlement Statement