



## 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. Loan Estimate
- \_\_\_\_\_ 4. Residential Mortgage Credit Report or Triple Merged Credit Report
- \_\_\_\_\_ 5. 1 month of paystubs or Verification of Employment and 1 month of Paystubs if on job <1 year.  
(Income documentation required for all household members over the age of 18—recent W-2 & paystubs).
- \_\_\_\_\_ 6. Verification of Deposit or alternative documentation and/or Gift Affidavit. **MUST VERIFY ALL LIQUID ASSETS.**
- \_\_\_\_\_ 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 and signed year-to-date profit/loss statement.*
- \_\_\_\_\_ 12. Independent Third Party Property Inspection Report  
(FOR DANE COUNTY PROPERTIES OUTSIDE CITY OF MADISON ONLY)
- \_\_\_\_\_ 13. City of Madison Borrower's Authorization
- \_\_\_\_\_ 14. Home buyer Education Certificate (HUD Approved, within 18 months of loan closing)
- \_\_\_\_\_ 15. Flood Certification
- \_\_\_\_\_ 16. Property Insurance Binder with City of Madison listed as Mortgagee: City of Madison, PO BOX 2627, Madison, WI 53701-2627
- \_\_\_\_\_ 17. Title Insurance Commitment
- \_\_\_\_\_ 18. Closing Disclosure (at least 24 hours prior to closing)
- \_\_\_\_\_ 19. W-9 form: <https://www.irs.gov/forms-pubs/about-form-w-9>

DO NOT EMAIL OR FAX LOAN PACKAGES

(Fed Ex/UPS)

City of Madison – CDD

215 Martin Luther King Jr Blvd, Ste 300

Madison WI 53703

OR

(US Postal Service)

City of Madison - CDD

PO Box 2627

Madison WI 53701-2627