

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. 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). If on job <1year, VOE required and 1 month of paystubs required.

\_\_\_\_\_ 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* 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: [http://www.irs.gov/uac/Form-W-9,-Request-for-Taxpayer-Identification-Number-and-Certification](http://www.irs.gov/uac/Form-W-9%2C-Request-for-Taxpayer-Identification-Number-and-Certification%20)