QUALIFIED HOMEBUYER CLOSING CHECKLIST FOR NSP PROJECTS

Documents Prior to Closing

Property Location:__________________________

1. ___________________ Potential Homebuyer Name

2. ___________ Estimated NSP Loan Amount

3. _______ Verification of Income

4. _______ Loan Analysis documents (underwriting summary)

5. _______ Home buyer Education Certificate

6. _______ Buy Sell Agreement

7. _______ HQS Inspection

8. _______ Voluntary Agreement signed by Homebuyer

9. _______ Draft Settlement Statement (HUD-I)

Immediately following closing
(all documents must be final and executed)

10. _______ Final Settlement Statement (HUD-I)

11. _______ Promissory Note

12. _______ 1st & last page of Deed of Trust –with recording info listed

13. _______ NSP Rider to the Deed of Trust

14. _______ Final Income Verification

15. _______ Lead Based Paint Disclosure

16. _______ Acknowledgment from Homebuyer of “Protect your Family from Lead” & “Renovate Right” pamphlets

Family Structure M / F *

Family size

Race **

Handicapped

% of Median

Assistance Type***

# Bedrooms

Elderly

Ethnicity**** (Hispanic or Latino or not)

* Family Structure M / F
Select the family type that is head of the household
Ex: If both male and female live in the household circle both M and F
If this is a male only head of household circle only M
If this a female only head of household circle only F

** Race
Please identify the racial category with the following codes:

*** Assistance Type
Please identify the assistance type. For example if the direct assistance is loan with recapture, resale or subsidy with a forgiveness period.

**** Ethnicity
Please state whether the homebuyer is Hispanic or Latino OR Not Hispanic or Latino