



FIRST HOME PROGRAM SIGNATURE AND DOCUMENTATION GUIDE

REQUIRED DOCUMENTS - APPLICATION		
Document Name	Description	Signatures
Household Verification Affidavit	Documents the number of household members and income sources used for program eligibility	Borrower Co-Borrower Non-Borrowing Spouse
Notice of Potential Recapture Tax	Explains how and when the recapture tax could occur along with an example of the calculation	Borrower Co-Borrower Non-Borrowing Spouse
Notice to Borrower (HBA)	Loan disclosure for 2 nd Homebuyer Assistance (HBA) loans only	Borrower Co-Borrower Non-Borrowing Spouse
REQUIRED DOCUMENTS - CLOSING		
Borrower's Affidavit	A pledge by the Borrower of accurate information for program eligibility	Borrower Co-Borrower Non-Borrowing Spouse
Tax Exempt Financing Rider	Sets forth the owner occupancy and loan assumption requirements	Borrower Co-Borrower Non-Borrowing Spouse
Notice of Potential Recapture Tax	Provides instructions to the Borrower that NIFA will send the final notice within 90 days of closing	Borrower Co-Borrower Non-Borrowing Spouse
2 nd Promissory Note (HBA)	Used in connection with Homebuyer Assistance (HBA) 2 nd mortgage amortizing loans	Borrower Co-Borrower Co-Signer (if applicable)
2 nd Deed of Trust (HBA)	Used in connection with Homebuyer Assistance (HBA) 2 nd mortgage amortizing loans	Borrower Co-Borrower Non-Borrowing Spouse
Borrower Acknowledgement Letter (HBA)	Letter stating that a Homebuyer Assistance (HBA) loan was awarded to the Borrower to comply with FHA guidelines	Borrower Co-Borrower
OPTIONAL DOCUMENTS		
Qualified Veteran Affidavit	Used to document qualified veteran eligibility status	Signed at application
Profit & Loss Affidavit	Used for self-employed borrowers only	Signed at application
Letter of Explanation	Used by the borrower to explain specific situations related to the loan	Signed at application
Business Usage Affidavit	Completed when borrower will use the home for a trade or business	Signed at application



WELCOME HOME PROGRAM SIGNATURE AND DOCUMENTATION GUIDE

REQUIRED DOCUMENTS - APPLICATION		
Document Name	Description	Signatures
Notice to Borrower (HBA)	Loan disclosure for 2 nd Homebuyer Assistance (HBA) loans only	Borrower Co-Borrower Non-Borrowing Spouse
REQUIRED DOCUMENTS - CLOSING		
Borrower's Affidavit	A pledge by the Borrower of accurate information for program eligibility	Borrower Co-Borrower Non-Borrowing Spouse
2 nd Promissory Note (WHA)	Used in connection with Welcome Home Assistance (WHA) 2 nd mortgage amortizing loans	Borrower Co-Borrower Co-Signer (if applicable)
2 nd Deed of Trust (WHA)	Used in connection with Welcome Home Assistance (WHA) 2 nd mortgage amortizing loans	Borrower Co-Borrower Non-Borrowing Spouse
Borrower Acknowledgement Letter (WHA)	Letter stating that a Homebuyer Assistance (WHA) loan was awarded to the Borrower to comply with FHA guidelines	Borrower Co-Borrower
OPTIONAL DOCUMENTS		
Letter of Explanation	Used by the borrower to explain specific situations related to the loan	Signed at application