



HOMEOWNERSHIP DEPARTMENT PRE-CLOSING DOCUMENT CHECKLIST (MUST BE SUBMITTED AT LEAST 5 DAYS PRIOR TO CLOSING)

Revised 9/2019

NIFA Reservation # (required): _____

Borrower Name: _____ Closing Date: _____

Real Estate Selling Agent: _____ Company Name: _____

Our team will send courtesy review emails to the email address provided.

LENDER CERTIFICATION:

I hereby state that the information provided at this time is true and accurate to the best of my knowledge. If any information during the processing of this loan is no longer valid, our institution will notify NIFA immediately.

Date: _____ Contact Name: _____

Contact Phone #: _____ Email Address: _____

NOTE: DOCUMENTS MARKED WITH AN ASTERISK ARE ELIGIBLE FOR E-SIGNATURE WITH US BANK AND NIFA APPROVAL.

Application Documents:

- ___ Signed and dated Pre-Closing Document Checklist
- ___ AUS Findings (DU/LPA/GUS)
- ___ * Copy of Initial Loan Application (Form 1003) for first mortgage loan
 - ___ Signed and dated by Loan Officer
 - ___ Include all Demographic addendums
 - ___ Prior employment termination dates provided
- ___ * Copy of Initial Loan Application (Form 1003) for HBA second mortgage loan; if applicable
 - ___ Signed and dated by Loan Officer
 - ___ Include all Demographic addendums
 - ___ Prior employment termination dates provided
- ___ * Copy of fully executed Purchase Agreement
 - ___ Include all addendums
 - ___ Include FHA/VA Escape Clause; if applicable





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NIFA Program Documents:

- ☐ * Copy of Household Verification Affidavit (Form A)
 - ☐ Signed and dated by borrower(s), and non-purchasing spouse
 - ☐ Borrower email address provided, N/A if not available
- ☐ * Copy of Initial Recapture Tax Notice (Form D)
 - ☐ Signed and dated by borrower(s), and non-purchasing spouse
 - ☐ Most recent version issued
- ☐ * Copy of HBA Notice to Borrower (Form F; if applicable)
 - ☐ Signed and dated by borrower(s), and non-purchasing spouse

Veterans Documents (if applicable):

- ☐ * Copy of Qualified Veterans Worksheet (Form I)
 - ☐ Signed by Veteran
- ☐ Copy of Certificate of Release or Discharge from Active Duty (DD Form 214) - REQUIRED
- ☐ Copy of VA Certificate of Eligibility (VA loan only)

INCOME DOCUMENTS AND CREDIT DOCUMENTS ARE VALID FOR 120 DAYS ON EXISTING PROPERTIES AND 180 DAYS ON NEW CONSTRUCTION. LENDER WILL BE REQUIRED TO UPDATE ALL OF THE INCOME DOCUMENTS IF THE LOAN DOES NOT CLOSE WITHIN THE APPLICABLE TIMELINE.

Income Documents:

- ☐ Copy of Verification of Employment
 - ☐ Provided for each individual 18 years or older residing in the property
 - ☐ Full written VOE
 - ☐ Work Number VOE allowed
 - ☐ Historical income included

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Income Documents (con't):

- ☐ Copy of Current Paycheck Stubs
 - ☐ Provided for each individual 18 years or older residing in the property
 - ☐ Consecutive 30 day period provided
 - ☐ Affidavit explaining why paystubs are not available
- ☐ Leave and Earnings Statement for active military
- ☐ Child support and/or alimony documentation (if applicable)
 - ☐ Divorce Decree (stating judgment amount)
 - ☐ Property Settlement (stating judgment amount; if not identified in Divorce Decree)
 - ☐ Support Payment History
- ☐ SSI Award Letter for current year (if applicable)

Self-Employed Borrower/Occupant Income Documents:

- ☐ * Year-to-date Self-Employed Income Statement (Affidavit 4)
 - ☐ Signed by borrower(s), non-purchasing spouse or occupant(s), as applicable
- ☐ * Copy of most recent (one year) Federal Income Tax Return including schedules and K-1 form
 - ☐ Signed and dated by borrower(s), non-purchasing spouse or occupant, as applicable
- ☐ * Affidavit 1 – Business Use of Home (if applicable)
 - ☐ Signed and dated by borrower(s), non-purchasing spouse or occupant(s), as applicable

Asset Documents (See Household Income Verification Form A – Section IV):

- ☐ Copy of most current Bank Statements for all Deposit accounts (one month only)
- ☐ Copy of most current Statement for all retirement and investment accounts
- ☐ Copy of most current Health Savings Account Statement



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First-Time Buyer Documents:

- ☐ Credit report for all occupying borrowers
- ☐ Most recent 3 years IRS Tax Transcripts **OR**
- ☐ * Most recent 3 years Federal Income Tax Returns including all schedules
 - ☐ W2s and 1099s for most current filing year included
 - ☐ For all borrowers and non-purchasing spouse
 - ☐ Signed and dated by borrower(s) and non-purchasing spouse, if applicable
 - ☐ Not required for target area purchases, **UNLESS** borrower or non-purchasing spouse is self-employed

Homebuyer Education Certificate (required on all NIFA loans):

- ☐ Copy of NIFA approved Homebuyer Education Certificate for all occupying borrowers
 - ☐ Class to be NIFA approved
 - ☐ Class required within 12 months prior to closing

THE DOCUMENTS LISTED BELOW DO NOT APPLY TO EVERY NIFA TRANSACTION. PLEASE REVIEW AND INCLUDE AS APPLICABLE.

First-time buyer Exception Documents:

- ☐ Divorce: Copy of fully executed Divorce Decree or Property Settlement Agreement
- ☐ Forced Job Relocation: Employer's Relocation Letter
- ☐ Natural Disaster: Copy of Insurance Company Property Loss Claim

Non Profit Variance Document:

- ☐ Loan Transmittal Form (Exhibit B)

