

**LOAN REVIEW CHECKLIST
2020**

ATTENTION LENDERS: Use the checklist below *IF* your client has been pre-approved for a City loan. Pre-approved means that they have recently received an “Initial Eligibility” letter from a City Housing Specialist. **ATTACH ONLY THE ITEMS LISTED BELOW** (note that you no longer need to attach city application, check stubs, bank statements, etc...). Place this checklist on top of the items and submit to the Community Development Department staff. You can also scan the entire packet and email to a Housing Specialist. **ANY AND ALL FORMS/DOCUMENTS SUBMITTED WITH THE PACKET MUST BE COMPLETE (NO BLANKS), SIGNED AND DATED BY THE APPROPRIATE PARTIES OR THE PACKET WILL NOT BE PROCESSED. NO EXCEPTIONS.**

For the purpose of this program, a “Loan Packet/Loan Package” contains the below completed forms submitted together at one time with this checklist on top.

- ___ *Lender form:* Financial Statement (Lenders 1003)
- ___ *Lender form:* Loan Estimate
- ___ *Lender form:* Loan Underwriting and Transmittal Summary

- ___ Credit Report and Credit Letters (where applicable)

- ___ Signed Purchase Contract
- ___ Preliminary Title Report
- ___ Escrow Instructions

- ___ *City form:* Disclosure to Seller/Acknowledgement (2-page form) *Dec 2015 version*
- ___ *City form:* Lead Base Paint Disclosure Form (for properties built prior to 1978) *Dec 2015 version*
- ___ *City form:* Primary Lender Loan Info *Jan2008 version*
- ___ *City form:* Closing Costs Detail (complete only if your client is requesting closing cost assistance)

NOT required for loan committee review; however required before release of city funds (if loan is approved):

- ___ Appraisal (all pages)
- ___ Certified Home Inspection and any clearances (all pages) **(New as of Nov 2015)**
- ___ Termite Inspection Report and any clearances (all pages)
- ___ Primary Lenders Note and Deed of Trust (before preparation of city documents) **24 hours in advance.**

Contact person and/or person submitting this checklist:

Loan Officer or other Contact Person

Business Name

Daytime Telephone

Email Address