



LOAN REVIEW CHECKLIST 2024

ATTENTION LENDERS:

Please 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. **PLEASE ATTACH ONLY THE ITEMS LISTED BELOW** and place this checklist on top of the items. Then submit the packet to the Community Development Department staff. You can also scan the entire packet and email it to a Housing Specialist.

It's important that 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) *most recent version*
- City form: Lead Base Paint Disclosure Form (for properties built prior to 1978) *most recent version*
- City form: Primary Lender Loan Info *most recent 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) *most recent version*
- Termite Inspection Report and any clearances (all pages)
- Homebuyer Certificate** (for every person named on city loan before loan closing)
- Evidence of Homeowner Insurance naming City of Hanford as 2nd Mortgagee (Incl Flood Policy if applicable)
- 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

