

City of Dallas Homebuyer Assistance Program (DHAP) Lender Loan Submission Form

Loan Number: _____

Applicant: _____
Last Name First Name M. I.

Property to be Purchased: _____ TX
Street Number Street Name Unit City State Zip Code

Please Enter the Lender Minimum Required Down Payment for this Purchase*: \$ _____

*Required down payment for borrower's loan type (Conventional, FHA, Portfolio, VA) if borrower did not utilize DHAP.

Mark the boxes for each item being submitted below. Please ensure this is a complete submission, otherwise it will not be accepted.

- DHAP Registration Confirmation [**Reflects Assigned Loan Number**]
- Approved Underwriting Transmittal Summary [**Signed and Dated by Underwriter**]
- Lender Uniform Residential Loan Application (Form 1003)[**Signed and Dated by Borrower & Loan Officer**]
- Preliminary Closing Disclosure Form & 2nd Lien HUD1 or Settlement Statement [**Must include all closing costs, prepaids, escrows, credits etc.**]
- Credit Report(s) & OFAC [**Includes Borrowers and Non-Purchasing Spouses**]
- Hazard Insurance Declaration Page " City of Dallas" as Lien Holder (**See DHAP Manual pg. 27 for information**)
- Fully Executed Sales Contract and Addendums
- Uniform Residential Appraisal Report [**with Final if Applicable**]
- Notice to Real Property Owner / Seller [**Completed, Signed, Witnessed, and Dated**]
- Schedules A, B, C & D of Title Commitment [**Schedule A Must Reflect Second Lien**]
- Wiring Instructions for Title Company Performing this Transaction