

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

**Loan Number:**

**Applicant:**

\_\_\_\_\_ M. I.  
Last Name First Name

**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.

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

- 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