



Cleveland Heights Down Payment Assistance Program

Lender's Document Checklist & Cover Sheet

Attach this form and all required documents to the application in the order listed below.

Borrower(s) Name(s): _____	
Property Address: _____	
City & Zip Code: _____	Email Address: _____

Lender Contact: _____	Lender Name: _____
Phone & Fax: _____	Address: _____
Email Address: _____	City: _____ Zip: _____

Escrow Contact: _____	
Company: _____	
Phone & Fax: _____	Email Address: _____

Seller(s) Name(s): _____		
Current Address: _____	City: _____	Zip: _____
Phone Number: _____	Email Address: _____	

Seller's Agent: _____	Company: _____
Phone & Fax: _____	Email Address: _____

Buyer's Agent: _____	Company: _____
Phone & Fax: _____	Email Address: _____

Type of Down Payment Assistance

Check one:

- Single Family Home: Down Payment Assistance Loan (\$10,000 maximum)
- Two Family Home: Down Payment Assistance Loan (\$10,000 maximum)

Application Documents:

Lender

Initial

1. Original Cleveland Heights / HPO application, completed and signed in ink by all borrowers	
2. Typed first mortgage application (must be signed)	
3. Income verifications for two full years for all household members for all sources	
4. Last 2 years completed federal tax returns, W-2 statements, most recent 2 pay stubs / all household members (must be signed)	
5. Proof of pre-purchase & home maintenance training by HUD / City approved provider	
6. Inspection report with list of violations from Cleveland Heights Housing Inspections Department	
7. Visual paint inspection (City staff will inspect after application is received)	
8. Re-inspection report showing violations have been corrected including paint repairs	
9. Appraisal	
10. First mortgage commitment letter, if available, or pre-approval letter	
11. Loan Estimate document showing down payment loan amount	
12. Escrow agent's signed W-9 form	

Contact Sharra Thomas of Home Repair Resource Center to insure that you have included all the data required for a speedy loan approval: 216-381-6100 ext. 13