



Cleveland Heights Down Payment Assistance Program

Buyer'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 (\$30,000 maximum)
- Two Family Home: Down Payment Assistance Loan (\$50,000 maximum)

Application Documents:

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 all household members, 18 years old and older, from all sources <ul style="list-style-type: none"> a. Last 2 years completed federal tax returns b. Last 2 years of W-2's and 1099's c. Most recent 2 pay stubs d. Declaration of No/Zero Income for anyone 18 years old or older who is currently not earning income. Please contact the office for this form. 	
4. Proof of pre-purchase & home maintenance training by HUD / City approved provider	
5. Inspection report with list of violations from Cleveland Heights Housing Inspections Department	
6. Visual paint inspection (City staff will inspect after application is received)	
7. Re-inspection report showing violations have been corrected including paint repairs	
8. Appraisal	
9. First mortgage commitment letter, if available, or pre-approval letter	
10. Loan Estimate document showing down payment loan amount	
11. Escrow agent's signed W-9 form	

Contact Carolyn Ostrom of Home Repair Resource Center to ensure that you have included all the data required for a speedy loan approval: 216-381-6100 ext. 10