

Buyer's Name(s): _____

The following documents must be submitted for approval and purchase of the DPA loan:

Prior to Closing: (Submit to CDA- once successfully submitted, an approval to close is issued)

- Down Payment Assistance Loan Application (signed **original** document)
- Signed Receipt of LBP pamphlet (all buyers- **original**)
- Signed Disclosure of Information Regarding Lead Based Paint (if applicable- necessary for homes built prior to 1978; **original if possible, otherwise copy**)
- Buyer's certification (if applicable- necessary if renter is purchasing the property he/she has been renting; **original if possible, otherwise copy**)
- Home Stretch Completion Certificate for all borrowers (**copy**)
- Buyer's First Mortgage Loan Application (10-03) AND Underwriting (10-08 or equiv.) (**copy**)
- Verification of buyer's credit score (**copy**)
- Supporting Documentation of Income and Assets, including verification forms (**copies**)
**Need: Written VOEs & documentation of additional income; VODs or 3 months bank statements, most recent statement for retirement/investment accounts to verify assets*
- FHA appraisal showing property meets minimum FHA standards and any required repairs have been completed (**copy**)
- Homebuyer Agreement Signed by Homebuyer(s) (**original document signed only by homebuyers, leave lender lines blank for CDA to sign**)

At Closing: (Submit to US Bank with First Mortgage Documentation)

- CDA Approval to Close letter (**copy**)
- Final Settlement Statement showing no cash received by buyer at closing (**copy**)
- Certified copy** of the Down Payment Assistance Mortgage (original recorded Down Payment Assistance Mortgage should be sent to CDA after recording)
- Original** Down Payment Assistance Note

* CDA Program Documents can be found at: www.ehousing.cc/dakota10.htm

Questions? Contact Karly Schoeman: kschoeman@dakotacda.state.mn.us , 651-675-4488(p), 651-675-4444 (f)