



## First Time Homebuyer DPA Loan Program CDA Post-Closing Checklist

Ship CDA Post Closing Documents to: **Dakota County CDA**  
**1228 Town Centre Drive**  
**Eagan, MN 55123**  
**Attn: Shari Larson**

**NOTE: The only fee that may be charged in connection with the CDA's Down Payment Assistance loan is a \$46 recording fee.**

### CDA Post-Closing Checklist

To be sent immediately after closing:

- Copy of 1<sup>st</sup> Mortgage Closing Disclosure, showing DPA loan amount
- Original, borrower signed Down Payment Assistance (DPA) Note
- Certified copy of the Down Payment Assistance (DPA) Mortgage

To be sent after recording:

- Original recorded Down Payment Assistance (DPA) Mortgage must be sent to CDA after recording

As Always:

Submit the Compliance file to eHousing, using eHousing compliance file checklist- found in Loan Forms section of Lender Portal at <http://www.ehousingplus.com/available-programs/minnesota/dakota-cda/>

Submit the First Mortgage file and credit package to US Bank using the US Bank checklist- found at US Bank AllRegs site at <http://www.allregs.com/tpl/Main.aspx> (Select Housing Finance Authority, then Minnesota and Dakota County CDA)