



Church Community Housing Corporation

Homeownership Assistance Loan Checklist

General Intake Information

| |
|--|
| Name: |
| Subject Property Address: |
| Town, State, Zip |
| Daytime Phone: |
| Evening Phone: |
| Email: |
| Mailing Address if different from above: |
| |

Pre-Approval Documentation

Check box to the left

| | Checklist Item | Responsible Party |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | Completed Registration Form | applicant |
| <input type="checkbox"/> | Completed Application | applicant |
| <input type="checkbox"/> | CCHC/Newport Good Faith Estimate | CCHC |
| <input type="checkbox"/> | Income Qualification | CCHC |
| <input type="checkbox"/> | Uniform Residential Loan Application | Form 1003 from lender |
| <input type="checkbox"/> | Income documentation – pay stubs e.g. | applicant |
| <input type="checkbox"/> | Employment verification | applicant |
| <input type="checkbox"/> | Most recent tax return (signed) with all schedules, w-2s, 1099s (self employed use 3 prior year returns & profit/loss statements to current year) | applicant |
| <input type="checkbox"/> | Purchase and Sales Agreement | CCHC or outside lender |
| <input type="checkbox"/> | Uniform Underwriting and Transmittal Summary | lender |
| <input type="checkbox"/> | Uniform Residential Appraisal Report | lender |
| <input type="checkbox"/> | Bank statement | applicant |
| <input type="checkbox"/> | Credit Report | lender |
| <input type="checkbox"/> | Preliminary downpayment assistance approval/commitment letter | CCHC |

Homeownership Assistance Approval Documentation

| | | |
|--------------------------|---|----------------------|
| <input type="checkbox"/> | Final downpayment assistance approval/commitment letter | CCHC |
| <input type="checkbox"/> | Downpayment Assistance Check Request/Requisition/Copy | CCHC |
| <input type="checkbox"/> | Completed RRLF Beneficiary Report | To RRLF Loan Officer |

Homeownership Assistance Post-Approval Documentation

| | | |
|--------------------------|--|----------------------|
| <input type="checkbox"/> | Mortgage loan commitment letter | lender |
| <input type="checkbox"/> | Mortgage deed | CCHC |
| <input type="checkbox"/> | UCC1/UCC1Ad Financing Statements (Mobile Home without property Deed) | RI Sec. of State web |
| <input type="checkbox"/> | Promissory Note | CCHC |
| <input type="checkbox"/> | Truth-In-Lending Disclosure | CCHC |
| <input type="checkbox"/> | Final HUD-1 Settlement Sheet for Final Closing Costs | Lender |



Church Community Housing Corporation

Homeownership Assistance Loan Application

General

| | |
|--|--|
| Applicant: | Co-Applicant: |
| Address: | Address: |
| Town, State, Zip: | Town, State, Zip: |
| Daytime Phone: | Daytime Phone: |
| Evening Phone: | Evening Phone: |
| Email: | Email: |
| Mailing Address if different from above: | Mailing Address if different from above: |
| Social Security Number: | Social Security Number: |
| State/Driver's License: | State/Driver's License: |

Ownership Information

| |
|---|
| F |
| |
| |
| Year house built: |
| Occupied by children under 6 years old? |
| If applying for homeownership assistance, have you had an ownership interest in your primary residence in the last three years? |

Household Occupants

| Name(s) of Children | Date of Birth | Children have identified blood levels |
|---------------------|---------------|---------------------------------------|
| | | |
| | | |
| | | |
| | | |

Sources of Income

| Applicant | Co-Applicant |
|---------------------|---------------------|
| Occupation: | Occupation: |
| Employer's Name: | Employer's Name: |
| Employer's Address: | Employer's Address: |
| Employer's Phone | Employer's Phone |
| Monthly Income: | Monthly Income: |
| Interest Income: | Interest Income: |
| Other Income: | Other Income: |
| Total: | Total: |

| Rental Property Income | |
|------------------------|---------|
| Unit 1: | Unit 2: |
| Unit 3: | Unit 4: |

Mortgage Information

Name and Address of Bank:

Monthly Payment: \$

Does this monthly payment include home insurance and real estate taxes?

Other mortgages

Name and Address of Bank:

Monthly Payment (principal and interest): \$

Does this monthly payment include home insurance and real estate taxes?

Monthly Housing Expenses

Fire Insurance:

Flood Insurance:

Real Estate Taxes:

Fuel (oil, gas)

Electricity:

Water:

Other:

Total:

Assets: Cash Accounts

Savings/Checking:

Name and address of bank

Savings/Checking:

Name and address of bank

Savings/Checking:

Name and address of bank