



HOUSING INVESTMENT TRUST FUND
PRINCE GEORGE'S COUNTY PURCHASE ASSISTANCE PROGRAM (PGCPAP)

Application Submission Checklist

****NO PACKAGE WILL BE ACCEPTED WITH MISSING ITEMS****

****HAND DELIVERED ACKAGES WILL NOT BE ACCEPTED****

1. _____ Completed PGCPAP Loan Application and Lender Certification Form. Loan officer name on 1003 must match name on PGCPAP loan application.
2. _____ Overnight Courier Account Number: Courier: _____ Account #: _____
**** PACKAGES WILL NOT BE PROCESSED IF MISSING****
3. _____ Copy of Certification of Completion of PGCPAP required 8-hour **in classroom** homebuyer education course. **Online certificates will not be accepted.**
4. _____ **Copy of Ratified Contract of Sale with all addenda included. MUST HAVE 21 BUSINESS DAYS (NOT INCLUDING FEDERAL HOLIDAYS) LEFT ON CONTRACT OR AMENDMENT EXTENDING CONTRACT BY AT LEAST 21 BUSINESS DAYS (NOT INCLUDING FEDERAL HOLIDAYS)**
 - PGCPAP Borrower(s) Affidavit
 - PGCPAP Lead Based Paint Disclosure
 - PGCPAP Seller's Affidavit (certifying property's occupancy status)
 - EEO Form
 - Invoice for Home Inspection and License (Do not submit Home Inspection)
5. _____ Short Sale Properties (If applicable)
 - Copy of lien holder(s) signed approval letter indicating acceptance of reduced payoff amount for all delinquent loans. **NOTE: SHORT SALES WITH LESS THAN 21 BUSINESS DAYS (NOT INCLUDING FEDERAL HOLIDAYS) REMAINING ON CONTRACT WILL ONLY BE ACCEPTED WITH WRITTEN CONFIRMATION FROM REO REPRESENTING SHORT SALE BANK THAT AN EXTENSION HAS BEEN REQUESTED AND APPROVED, AND THAT ALL PARTIES ARE AWARE, PGCPAP, WILL NOT BE ABLE TO MEET ANY SCHEDULED CLOSING DATE WITH LESS THAN 21 BUSINESS DAYS REMAINING ON CONTRACT.**
6. _____ Copy of First Mortgage lenders approved credit package to include:
 - Copy of Underwriter's signed conditional approval letter with PGCPAP funds approval as an outstanding condition.**
 - Copy of Underwriting **Signed** Analysis Worksheet (MCAW/FHA Transmittal Summary/1008 etc)
 - Copy of 1st Mortgage Uniform Residential Loan application – FNMA Form 1003
 - Copy of Loan Estimate provided to borrower
 - Applicants Credit report
 - If applicable Copy of third party approval for additional DPCCA programs such as DSELP, CDA

(Final signed copies of all documents listed above will be required for PGCPAP Final Approval)

NOTE: FIGURES ON 1003 and LOAN DISCLOSURE MUST MATCH 1008 THAT UNDERWRITIER SIGNED

7. _____ Income Verification for **all** members of borrower(s)' household 18 years and older, to include:
 - Copy of last 30 days pay stubs and any other income source
 - Copy of most recent two years' **W2s, Tax Transcripts, and federal tax returns** (include all schedules)
 - Copy of most recent bank statement(s) last 60 days
 - Copy of Borrower identification (Driver License)

8. _____ HUD Income Calculation Worksheet (HUD part 5)

9. _____ Property Appraisal with copy of Appraiser's License

10. _____ Proof of Purchaser's Minimum Cash Contribution (see Program Guidelines). Examples include HQS inspection receipt, Home Inspection receipt, Earnest Money Deposit, Hazard Insurance, Appraisal receipt, and paid receipt for 8 hours Housing Counseling Class, etc.

11. _____ Copy of Termite Inspection Report

12. _____ Passed HQS Inspection (Not the same as the home inspection)

13. _____ Any other information that is deemed appropriate by the PGCPAP Program to complete an eligibility review.

Please submit all packages to:

Redevelopment Authority
9200 Basil Court Suite 504
Largo, MD 20774
Attn: PGCPAP