

## Prince George's County Homebuyers Assistance Programs Application Submission Checklist

**\*\*NO PACKAGE WILL BE ACCEPTED WITH MISSING ITEMS\*\***  
**\*\*HAND DELIVERED PACKAGES WILL NOT BE ACCEPTED\*\***

1. \_\_\_\_ Completed Program Application and Lender Certification Form
2. \_\_\_\_ Copy of Certification of Completion of the required 8-hour **in classroom** homebuyer education course. **Online certificates will be accepted.**
3. \_\_\_\_ 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)**
  - Borrower(s) Affidavit
  - Lead Based Paint Disclosure (Pathway to Purchase Only)
  - Seller's Affidavit (certifying property's occupancy status)
  - EEO Form
4. \_\_\_\_ 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, PATHWAYS TO PURCHASE, WILL NOT BE ABLE TO MEET ANY SCHEDULED CLOSING DATE WITH LESS THAN 21 BUSINESS DAYS REMAINING ON CONTRACT.**
5. \_\_\_\_ Copy of First Mortgage lenders approved credit package to include:
  - Copy of Underwriter's signed conditional approval letter with Prince George's County funds approval as an outstanding condition.
  - Copy of Underwriting **Signed** Analysis Worksheet (MCAW/FHA Transmittal Summary/1008 etc.)



- Copy of 1<sup>st</sup> 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 Homebuyer Assistance Program’s Final Approval)**

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

6. \_\_\_\_ 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)
7. \_\_\_\_ HUD Income Calculation Worksheet (HUD part 5)
8. \_\_\_\_ Property Appraisal dated within 60 days of contract with copy of Appraiser’s License. If appraisal is not dated within 60 days of contract provide documentation and reason.
9. \_\_\_\_ Copy of Termite Inspection Report
10. \_\_\_\_ Passed HQS Inspection (Pathway to Purchase Program Only)
11. \_\_\_\_ Any other information that is deemed appropriate by the applicable Program to complete an eligibility review.

## Submission Instructions

Please submit complete file to Sandy Dixon by email:

[SVDixon@co.pg.md.us](mailto:SV Dixon@co.pg.md.us)

301-883-7327

