

# HHPOP Application Checklist

Applicant Name: \_\_\_\_\_ Closing Date: \_\_\_\_\_

SS# \_\_\_\_\_ Property Address: \_\_\_\_\_

Lender: \_\_\_\_\_

## A. CASA Materials Needed:

- CASA Funds Were Requested – Fax form

## B. CRV/HRA Entry Cost Loan Materials Needed:

- CRV/HRA Application
- Homebuyer Qualifier Worksheet
- Privacy Notice
- General Material (list below)

## C. City Revolving Gap Loan (*Rolling Meadows East Only New Construction Gap & After Closing, Existing CASA Rehab Homes*)

- HRA Application
- Homebuyer Qualifier Worksheet
- Data Privacy Statement
- Lead Pamphlet
- Lead-Based Paint Statement
- General Material (list below)

## D. GMHF Gap Loan

### (*Rolling Meadows East Only*)

- GMHF Gap Financing Form
- GMHF Gap Loan Calculation Spreadsheet
- Purchase Agreement with a Financing Addendum that shows sale contingent to financing.
- General Material (list below)

## General Materials Needed:

- 2 - Authority to Release Information Forms  
(One for the bank and one for HRA)
- Underwriting Transmittal
- Good Faith Estimate
- Title Commitment and Title Insurance if required by first mortgage.
- Appraisal
- Copy of Home Plan/Blue Print
- Copy of Home Stretch Certificate
- Verification of Employment Form  
Verification of Assistance Form  
Verification of Social Security Form  
Pension/Retirement Verification Form  
Checking/Savings Account Verification Form
- Settlement Statement (HUD form)
- Photo Release Form
- Proof of Home Insurance & Copy of Home Insurance Fax Form
- Purchase Agreement with option list