

Workforce Housing Initiative Application Checklist

Applicant Name: _____ Closing Date: _____

Property Address: _____ (Development _____)

Lender: _____ Builder: _____

Information Needed for Reservation of Funds from Lender:

1. Signed Authority to Release Information Form (Lenders Form)
2. 1st Mortgage Uniform Residential Loan Application
3. Copy of Borrower Consent to Use Tax Return Information form (Lenders Form)
4. Loan Estimate
5. Homebuyer Qualifier Worksheet (HRA form provided)
6. Purchase Agreement
7. Appraisal
7. Lender Title Policy
8. Verification of Income &/or Assets Forms
10. Home Insurance Fax Form (HRA form provided)
11. Information from Homebuyer:
 - a. Signed Privacy Notice (HRA form provided)
 - b. Signed MH IMPACT/HRA Application (HRA form provided)
 - c. Signed HRA Authority to Release Information Form (HRA form provided)
 - d. Signed MH Combined Data Privacy Notice and Tennessee Warning
 - e. Signed Photo Release Form (HRA form provided) (MH form provided)
 - f. Copy of Prior Year's Federal Income Tax Return
 - g. Copy of One Month of Recent Paystubs
 - h. Copy of Homebuyer Education Completion Certificate, if a 1st-time homebuyer

Information Needed from Lender 10 days Prior to Closing:

1. Updated Homebuyer Qualifier Worksheet (HRA form provided)
2. Recent Paystubs
3. Closing Disclosure

Information Needed from Title Company after Closing:

1. Original signed MH IMPACT and/or HRA Promissory Note(s) (HRA provided)
2. Copies of all Mortgages (HRA will provide MH & HRA mortgages)
3. Original Recorded MH IMPACT and/or HRA Mortgages

HRA Assistance Requested:

MH IMPACT Gap Assistance \$ _____ HRA Entry Cost Assistance \$ _____

Title Company Name _____