NC 1st Home $15,000 DPA Submission Package Checklist

Borrower(s): ______________________________ or NCHFA Loan Number: __________

Contact Person: ________________________ E-mail Address: ________________________

Use this Checklist to ensure documents are properly completed and signed where necessary. Submit complete file electronically. **UPLOAD via the NCHFA OLS Portal**. Copies of all documents and forms are acceptable. Valid electronic signatures (authorization code required) are accepted on all application / submission forms.

Required Signed Forms & Documents – At time of **Origination & Underwriting for $15,000 DPA**

- ☐ 1. **Form 08**- Underwriter Certification (completed by underwriter to show how income calculated)
- ☐ 2. **1003 Final** - Uniform Residential Loan Application, unsigned or signed final application
- ☐ 3. **Form 016** - Mortgage Affidavit and Borrower Certification, completed and signed by all **Borrowers, Titleholders,** and Adult occupants and the **Lender**.
- ☐ 4. **Form 015** - Preliminary Notice to Applicants of Potential Recapture of Federal Subsidy
- ☐ 5. **Form 013** - Seller Affidavit completed and signed by all owners of subject property
- ☐ 6. **Verification**(s) of Current Employment for current job(s) *(written or verbal)*
- ☐ 7. **Current** pay stub(s) verifying year-to-date income (within 45 days of pay period end)
- ☐ 8. **Verification**(s) of all Prior Employment to match last year's W-2s (written or verbal VOE) and any job held YTD. Only VOES for the current & previous year, not all 3 tax years. Prior employment only needs a termination date for NCHFA purposes.
- ☐ 9. **Income** Doumentation - copies of other income documentation, if applicable, such as Award letters, Separation Agreements, or Support orders, and P&L for Self-employed borrowers (self prepared ok).
- ☐ 10. **W-2s and/or 1099s** to match the previous year's tax transcript (all jobs). Between Jan 30to to Feb 15th, provide W-2s and 1099s for both previous year's tax transcript/return and year just ended.
- ☐ 11. **Tax transcripts or signed tax returns** (last year) for **all borrowers** and **titleholders** (with attached schedules*, if applicable*) – (*no state tax returns required).* All loans closing after **April 15th** must have filed previous year's tax returns.
- ☐ 12. **Tri-Merge credit report** for all borrowers. If the lender is unable to furnish a tri-merge report, then the lender must provide a three-year rental history to show no ownership in a principal residence within the past three years.
- ☐ 13. **Divorce Decree**/Separation Agreement/Free Trader/Child Support – if applicable
- ☐ 14. **Form 202 -** Calculation of Business Use Worksheet – required for all self employed borrowers. Business use is to be calculated for the home being purchased.

$15,000 DPA - Add these Docs

- ☐ 15. **AUS Final Findings – must** match final 1003 uploaded with file
- ☐ 16. **Loan Estimate** – LE required for **both** 1st and 2nd (DPA). Note fee limitations 1st Mtg = 1% +$1,300. See Guide for allowable fees on 2nd LE/DPA (no attorney fees allowed).
- ☐ 17. **Form 026** – Notice to Borrower – **MUST be signed** by all borrowers.
- ☐ 18. **Homebuyer Education Certificate –** FTHBs must complete a HBE course. HBE must be HUD-approved or NIS aligned AND meet the guidelines for the loan type (e.g., GSE, FHA, USDA, VA). Lender must verify HBE meets those requirements.