

Home Sweet Home Deferred Downpayment Loan Program Transmittal Checklist

Reimbursement for:

_____ (Type or print borrower(s) name here)

Closed file submitted by:

_____ (Type or print lender(s) name and phone number with area code here)

**Submit one (1) copy of the file containing the following items to hbc services, inc.
Please do not submit incomplete files. It will delay the loan reimbursement process.**

Enclosed

Item

- | Enclosed | Item |
|--------------------------|---|
| <input type="checkbox"/> | Certification of Borrower Eligibility form
(Signed by borrower(s) and lender) |
| <input type="checkbox"/> | Compliance Income Calculation Worksheet
(Illustrate on worksheet how income totals were calculated) |
| <input type="checkbox"/> | Income Sources (W-2's, VOE's, pay stubs, etc.) disclosed by borrower for a 12-month period prior to closing date.
(Document(s) must be legible and clearly support the mathematical illustration on the Compliance Income Calculation Worksheet as to how the monthly income was calculated) |
| <input type="checkbox"/> | Copy of Home Inspection (Private Inspection or inspection from DPA program) |
| <input type="checkbox"/> | HUD-1 Settlement Statement
(Lender does not disclose counseling on HUD -1.) |
| <input type="checkbox"/> | Mortgage hbc services, inc.
(Recorded mortgage or true certified copy only) |
| <input type="checkbox"/> | Assignment of Mortgage to hbc services, inc.
(Recorded assignment or true certified copy only) |
| <input type="checkbox"/> | Federal Truth-in-Lending document for hbc services, inc. |
| <input type="checkbox"/> | Consumer Universal Note for hbc services, inc. |
| <input type="checkbox"/> | Homebuyer Counseling Certification
(Provided to borrower upon completion of Home Buyer Counseling) |
| <input type="checkbox"/> | Completed Property Scan Checklist
(Must be signed by lender or lender's representative, i.e. appraiser, inspector) |

Mail To: **Home Sweet Home
hbc services, inc.
118 S Main Street, Suite A
Jefferson, WI 53549**