

Home Sweet Home Downpayment Loan Program Reservation Transmittal Checklist



Client Name _____

Closed file submitted _____ Phone Number _____

SUBMIT ONE COPY OF ALL THE FOLLOWING DOCUMENTS TO HBC SERVICES, INC. These documents are requirement of the program per Wisconsin Department of Commerce.

Previously Submitted **Currently Submitting** **The following documents must be submitted to HBC Services, Inc. prior to closing to insure release of funds.**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Reservation Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Borrower Eligibility Form
(signed by borrower(s) and lender) |
| <input type="checkbox"/> | <input type="checkbox"/> | Compliance Income Calculation Worksheet
(Illustrate on worksheet how income totals were calculated) |
| <input type="checkbox"/> | <input type="checkbox"/> | Income Sources (W-2's, VOE's, pay stubs, etc)
(Documents 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"/> | <input type="checkbox"/> | Copy of Home Inspection (Private Inspection or copy from DPA Program) |

The following documents must be submitted to HBC Services, Inc. no later than 30 days following closing to insure continuation in the program.

- Completed Certificate of Borrower Eligibility
- HUD -1 Settlement Statement
- Mortgage to HBC Services, Inc.
(signed certified copy, original forwarded to proper recording authority)
- Assignment of Mortgage to HBC Services, Inc. – if necessary
(signed certified copy, original forwarded to proper recording authority)
- Homebuyer Counseling Certification
(provided to borrower upon completion of Home Buyer Counseling)
- Completed Property Scan Checklist
(completed by lender or their representative - i.e. appraiser, inspector)
- Grant Agreement **(signed by borrower(s) and lender)**

Mail documents to: Home Sweet Home, HBC Services, Inc. 218 Wisconsin Drive, Jefferson, WI 53549