

# CAHMCO First-Time Homebuyer Program

Letter of Transmittal

Date: \_\_\_\_\_

## Homebuyer Information

Name: \_\_\_\_\_

Property: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Amount of Assistance: Grant: \_\_\_\_\_

Loan: \_\_\_\_\_

### To submit an application, the following items at a minimum, must be submitted:

- |                          |                                      |       |
|--------------------------|--------------------------------------|-------|
| <input type="checkbox"/> | Preliminary Application              | _____ |
| <input type="checkbox"/> | Authority for Release of Information | _____ |
| <input type="checkbox"/> | Income Verifications                 | _____ |
| <input type="checkbox"/> | Monthly Housing Debt Worksheet       | _____ |
| <input type="checkbox"/> | Executed Purchase Agreement          | _____ |
| <input type="checkbox"/> | Uniform Residential Loan Application | _____ |
| <input type="checkbox"/> | Credit Report                        | _____ |
| <input type="checkbox"/> | Tax Returns (at least one year)      | _____ |

### The following items must be submitted prior to closing:

- |                          |   |       |
|--------------------------|---|-------|
| <input type="checkbox"/> | Homebuyer Counseling Certificate                          | _____ |
| <input type="checkbox"/> | Lead Paint Disclosure (contract addendum or signed sheet) | _____ |
| <input type="checkbox"/> | Appraisal   | _____ |
| <input type="checkbox"/> | Home Inspection   | _____ |
| <input type="checkbox"/> | Commitment Letter (signed)                                | _____ |
| <input type="checkbox"/> | Title Commitment  | _____ |
| <input type="checkbox"/> | Wiring Instructions for Closing                           | _____ |
| <input type="checkbox"/> | Closing Information/Contact Sheet                         | _____ |

### Lender's Information:

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

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Lender certifies, to the best of its knowledge, the above-named homebuyer is eligible to participate in the CAHMCO First-Time Homebuyer Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title