

Georgia Department of Community Affairs
 Community HOME Investment Program
CHECKLIST – DOWNPAYMENT ASSISTANCE

Applicant Name: _____ Project Address: _____

Closing Attorney: _____ Mortgage Company: _____

APPLICANT INFORMATION	Date Completed
Program Application	
Certification as to Income & Residence	
Certification as to Conflict of Interest	
Credit Report	
Last 2 Pay Stubs	
Income Worksheet	
Verification of Income/Deposit	
Loan Application	
Declaration of Citizenship Status	
PROPERTY INFORMATION – APPRAISAL & SALES CONTRACT	
Purchase Contract	
Notice to Seller	
Lead Based Paint Disclosure (sign and give copy)	
Lead Based Paint Visual Assessment	
Lead Inspection Repairs	
Summary Notice of Lead-Based Inspection	
Summary Notice of Completion of Lead-Based Paint Hazard Reduction	
Appraisal	
EDUCATION AND CORRESPONDENCE	
Home Buyer Counseling Program Certificate	
Downpayment Approval Letter	
DEEDS AND FINANCIAL INFORMATION	
Certificate of Occupancy	
Builder Certification	
Mortgage Loan Approval from Underwriter	
Deed to Secure Debt	
Promissory Note	
Homebuyer Loan Agreement	
Warranty Deed	
HUD 1 Settlement Statement	
Insurance	
Truth In Lending	
DCA INFORMATION AND PROJECT DELIVERY INVOICES	
Down Payment Assistance Activity Set Up Form	
Environmental Screening	
Flood Map	
Drawdown Request	
Copy of Checks & Invoices	
Match Contribution Form	
Down Payment Assistance Activity Completion Form	