HOME IMPROVEMENT FILE CHECKLIST

All items are required, except as noted

Name of Borrower(s):_________________________________________________________

Application:______________Submitted: ____________  Withdrawn: ___________

Appr :____________ CTC: ___________Closed:__________ Denied___________

ALL APPLICANTS:

________________________________________
Previous 2 years of Tax Returns

________________________________________
W-2 and/or 1099 forms (2 yrs)

________________________________________
One month of most recent paycheck stubs

________________________________________
2 months bank statements

________________________________________
Home Owner’s Insurance policy/binder

________________________________________
Photo ID

________________________________________
Copy of Social Security Card

________________________________________
Budget

________________________________________
Mortgage statement (must show rate and terms)

________________________________________
Deed

________________________________________
Tax Bills

________________________________________
Credit Report

IF APPLICABLE:

________________________________________
Award letter for Social Security/Disability Income

________________________________________
Pension Statement

________________________________________
Bankruptcy Documentation, if applicable

________________________________________
Child Support documentation (court order, proof of payments received)

________________________________________
Rental Income (lease)

________________________________________
Divorce Decree/Separation Agreement

________________________________________
Letter of Explanation (credit)

________________________________________
Other:

________________________________________
Other:

________________________________________
Other:

NeighborWorks® Rochester Documents: (at application)

________________________________________
Program Application   Tax Return Form 4506

________________________________________
Monthly Budget   Borrower’s Cert and Auth

________________________________________
Loan Application   ECOA

________________________________________
GFE (example)   Homeowner Service Agreement

________________________________________
Disclosure Notices   CDBG Disclosure Form

________________________________________
Privacy Policy Notice   Fee Agreement

________________________________________
Patriot Act Disclosure   Rehab Terms and Conditions

________________________________________
Patriot Act ID Documentation   Agreement

________________________________________
Lead Paint Disclosure   Home Repair Inspection Request

________________________________________
Construction Needs Survey   Request for Loan Number

________________________________________
RESPA Servicing Disclosure (1st Lien only)

________________________________________
Subordination Agreement (if needed)

Processing Documents: (when Work Summary is received)

________________________________________
Revised Loan Application*   Good Faith Estimate*

________________________________________
Truth In Lending*   Work Summary/Inspection Report

________________________________________
RLF Information Sheet   Approval (Director or RLC)

________________________________________
Board Approval (if applicable)   Commitment Letter

________________________________________
Title Search   Title Policy

________________________________________
Verbal VOE   RLF Condition(s)

________________________________________
Lead Calculation (if applicable)   Estimates (emergency only)

________________________________________
Grant agreement (other NPO)

*All must be dated within 3 days of final application date, final copies to be signed at closing

CLOSING DOCUMENTS: (see closing checklist)