



Cleveland Heights Down Payment Assistance Program

Lender's Document Checklist & Cover Sheet

Attach this form and all required documents to our application in the order listed below.

Borrower(s) Name(s): _____
 Property Address: _____
 City & Zip Code: _____ Email Address: _____

Lender Contact: _____ Lender Name: _____
 Phone & Fax: _____ Address: _____
 Email Address: _____ City: _____ Zip: _____

Escrow Contact: _____
 Company: _____
 Phone & Fax: _____ Email Address: _____

Seller(s) Name(s): _____
 Current Address: _____ City: _____ Zip: _____
 Phone Number: _____ Email Address: _____

Seller's Agent: _____ Company: _____
 Phone & Fax: _____ Email Address: _____

Buyer's Agent: _____ Company: _____
 Phone & Fax: _____ Email Address: _____

Type of Down Payment Assistance

Check one:

- Single Family Home: Down Payment Assistance Loan (\$10,000 maximum)
- Two Family Home: Down Payment Assistance Loan (\$10,000 maximum)

Application Documents:

Lender

Initial

1. Original Cleveland Heights / HPO application, completed and signed in ink by all borrowers	
2. Typed first mortgage application (must be signed)	
3. Income verifications for two full years for all household members for all sources	
4. Last 2 years completed federal tax returns, W-2 statements, most recent 2 pay stubs / all household members (must be signed)	
5. Proof of pre-purchase & home maintenance training by HUD / City approved provider	
6. Inspection report with list of violations from Cleveland Heights Housing Inspections Department	
7. Visual paint inspection (City staff will inspect after application is received)	
8. Re-inspection report showing violations have been corrected including paint repairs	
9. Appraisal	
10. First mortgage commitment letter, if available, or pre-approval letter	
11. Preliminary HUD-1 settlement statement showing down payment loan amount	
12. Escrow agent's signed W-9 form	

Contact Keesha Allen of Home Repair Resource Center to insure that you have included all the data required for a speedy loan approval:
 216-381-6100