

Document Checklist for NSP Homebuyers

Homebuyer:

Address:

Materials Provided by Homebuyer	Date Reviewed
NSP Loan Application, Sections A - D	
Financial Records Disclosure	
Uniform Residential Loan Application (from primary lender)	
Source documentation of Income (i.e. current pay stub)	
Certificate from Home Buying class	
Employment verification form (from your employer)	
Bank statements for all accounts	
Tax return from prior year	
W-2 statement from prior year	
Property Eligibility Form	
Current Appraisal Report (within 60 days of final offer)	
Full Home Inspection Report	
Copy of Purchase and Sales Agreement (with all addendums)	
--Signed Disclosure to Seller of Fair Market Value and Final Offer	
--Signed Addendum to Sales Agreement (pre-1978; if applicable)	
--Signed Addendum to Sales Agreement (post-1978; if applicable)	
--Signed Addendum Notice of Voluntary Sale Arm's Length Transaction	
Equal Credit Opportunity Act	
Preliminary Good Faith Estimate	
Closing Notification Form	
Insurance Binder (Wash. County named as additional insured)	
Copy of Preliminary Title Report (May be sent directly from Title Company)	

Items Prepared by Washington County OCD	Date Prepared
Initial Consultation Checklist	
HQS Inspection Report	
Visual Assessment Form, Lead Safe Housing Rule (if applicable)	
Rehabilitation Assessment	
Income Worksheet	
Site Specific Environmental Clearance	

Closing Docs Prepared by Washington County OCD	Date Prepared
Title Company Instructions	
Correction Agreement	
Final Good Faith Estimate	
Loan Disclosure Statement	
Loan Servicing Disclosure	
Deed of Trust	
Promissory Note	

Post Closing Documents	Date Reviewed
Buyer's HUD-1 (Title Company provides)	