

## Washington County CDA-Down Lender Document Checklist

### Lender Checklist of Required Documents

- ☐ A copy of the fully executed and signed Purchase Agreement;
- ☐ A copy of the buyers first mortgage loan application (1003);
- ☐ A copy of the buyers underwriting and transmittal summary (1008)
- ☐ A copy of the Verification of Employment (1005)
- ☐ A copy of the appraisal showing that the property meets the minimum FHA/Conventional property standards. *Any required repairs must show as completed and the CDA must receive copy of the final inspection or if they will be completed after closing, a copy of the escrow agreement must be provided.*
- ☐ Copy of Home Inspection
- ☐ Copy of Homebuyer Education Certificate for each borrower listed on the first mortgage
- ☐ Proof that the all borrowers on the first mortgage have received Homebuyer Counseling from a HUD approved Housing Counseling Agency.
- ☐ Verification of all buyers' credit scores. *This can also be provided by the homebuyer if received through Homebuyer Counseling at a HUD approved Housing Counseling Agency within 30days of closing;*
- ☐ A copy of the loan estimate and any subsequently updated loan estimates;
- ☐ If the home was built prior to 1978, a Lead Based Paint Disclosure Form must be reviewed by the buyer(s) and seller(s), signed by all buyer(s), seller(s) and the lender and returned to the CDA;
- ☐ The final Closing Disclosure signed by the borrower(s)

**Questions? Email [Heatherp@washingtoncountycda.org](mailto:Heatherp@washingtoncountycda.org) or Call 651-202-2809**

#### **Send documents to:**

- Fax: 651-458-1696  
Attn: Heather
- Email using the following directions:

When emailing documents, re-save documents as "Borrower Last Name\_DPA\_(Date\_)"

**Send to: [Heatherp@washingtoncountycda.org](mailto:Heatherp@washingtoncountycda.org)**

- Mail: Attn: Heather  
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