



CITY OF SAN ANTONIO NEIGHBORHOOD & HOUSING SERVICES DEPARTMENT

FRHAP and HOPE Loan submission Coversheet & Checklist

Please submit this cover sheet-checklist with your loan submission package to our bucket email address: downpaymentassistance@sanantonio.gov. See below for the first document needed to reserve funds. Loan Submission package #1 should be sent within 5-7 business days to begin the process and Loan Submission package #2 should be sent within 10 business days to receive your commitment letter for the approval of our down payment assistance funds.

| | |
|-------------------|--|
| Loan Officer | |
| Processor | |
| Company | |
| Address | |
| Phone | |
| Email | |
| Buyer phone/Email | |
| | |

Submission Package #1

1. ****IMPORTANT**** In order to reserve funds, send a copy of purchase contract received by the Title Company -- **with \$500 minimum Earnest money**
2. Lender's Submission Cover Sheet and Checklist – All sections complete
3. Signed Loan Application (1003)
4. Copy of Photo IDs for Borrower
5. Itemized Fees Worksheet and Loan Estimate.
6. Copy of Title Commitment – **CoSA as proposed 2nd lienholder** (We will require a 2nd Lien Mortgage policy without endorsements)
7. Verification of Employment -- current and signed by the organization's representative

Submission Package #2

1. Evidence of Insurance -- Must have 2nd mortgagee clause: City of San Antonio, Loan Servicing, 100 W. Houston, San Antonio, TX 78205).
2. Flood Certification
3. Appraisal Report ("As Is")
4. Homebuyer Education Class certificate (HUD & CoSA approved) – Must be within 1-year of the effective date
5. Final Combined/Balanced CD
6. "Transfer Letter" -- If the file will transfer to a servicer once funded