

Neighborhood Stabilization Program Submission Checklist/Order NSP Recipient's Property Re-sale

Borrower: _____
State exactly how you want LEGAL NAMES & VESTING to read on 1st & 2nd mortgage documents

Property: _____

LENDER NAME & CONTACT:

Email Address:	Telephone Number	Fax No.	
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ALL DOCUMENTS 8 1/2 X 11:

- SELLER: _____ NSP Requested Amount \$ _____
- #Household: ___ Documentation Included? Source used to document #Household: _____
- AMI for ___ 50% AMI or ___ 120% AMI Seller provide proof of AMI limit on subject property (realtor listing)
- Income Limit: \$ _____
- Verified Income (all of the ongoing income sources considered?): \$ _____
- Copies of *Finally Home! Homebuyer Education Certificate(s)* for each borrower—(Must be Classroom, Not Online Class)
- Number of Certificates included _____ Completed Sources/Uses Form Estimated HUD-1
- 1st Mortgage \$ _____ Add'l Financing? \$ _____ Source? _____
- 1st Mtg. Approval (all liens in CLTV?) Manual or Automated U/W Attached Automated U/W
- IHFA 1st Mtg. Lock Confirmation Initial signed 1003 Credit Report
- VOE Most recent 1 full mo. paystubs Past year W-2
- Divorce Decree, if applicable Child Support Agreement & State Pymt History -12 mo's, if receives
- Most recent Tax Returns 2 months most recent bank stmts. (every asset- all pages)
- Original** NSP Borrower's Affidavit/Lender's Certificate (original signatures of borrowers and lender)
- Original** Seller Signed Voluntary Sales Disclosure DATED THE SAME DATE AS THE PURCHASE CONTRACT (**obtain from seller**)
- Sales Price Calculation Form (**obtain from seller**)
- Fully executed Purchase & Sale Agreement/Contract (all pages w/signatures of buyer & seller - include all addendums)
- Sales Price \$ _____
- Copy 3rd Party Home Inspection (Page 3 of Purchase Contract) & evidence all Health & Safety issues repaired
- Appraisal \$ _____ Satisfactory HQS Inspection (**obtain from seller**)
- Preliminary Title Report(w/Standard Coverage for IHFA/NSP 2nd) Flood Certification to verify NOT in flood zone
- Homeowners Ins. IHFA/NSP listed as 2nd Mortgagee Cat Exclusion (*provided by IHFA*)
- Wire Instructions USPS (*provided by IHFA*)

Closing Information: Title Company _____
 Escrow Officer _____
 Email For Docs _____

COMPLETED BY IHFA:
 Verified **NSP** Income Limit: \$ _____ Verified Total Household Income: \$ _____
 Verified **NSP** AMI: _____ 0-50% or _____ 51 - 120%

IHFA Reviewer's Signature _____ Date _____
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