



Homebuyer Assistance Program Document Submittal Procedure

Great News Partners! You no longer have to attach documents and send them via email to the HAP mailbox. The HAP will now receive documents electronically via the designated HAP URL.

Going forward, the HAP will receive documents for the Property & Lender's Checklist through the steps outlined below.

1. To submit your applicant documents, you must open the **HAP Web Address: [HAP Lender Document Submittal](#)**, enter the **HAP Project Number** (i.e. HAP-123), and the applicant's first and last name. Note that these fields are required to proceed in this process, and you must spell the applicant name correctly and enter the project number in the format given (i.e. HAP-123). If you do not know your applicant's Project Number, please email us at hap@houstontx.gov to obtain it. See Figure 1.1 below.

A screenshot of a web form for submitting HAP documents. The form has a light blue header with the text "Please complete all fields below to submit HAP documents. Then click SUBMIT after the chosen documents are attached." Below this is a text input field labeled "Project Number*" with a red asterisk. Underneath is a section titled "Applicant Information" in a blue bar. This section contains two text input fields: "First Name*" on the left and "Last Name*" on the right, both with red asterisks.

Fig. 1.1

2. In the next section, you as the stakeholder will enter your first and last name, along with your company name. There is also an **Identification #** field, which may not apply to you. This field is not mandatory, and you can proceed without entering any data here. See figure 1.2 below.

The screenshot shows a form titled "Submitter Information" with a light blue header. Below the header, there are four input fields arranged in a 2x2 grid. The top-left field is labeled "First Name", the top-right is "Last Name", the bottom-left is "Identification #", and the bottom-right is "Company Name". Each field is a simple rectangular text box.

Fig. 1.2

3. Next you will select the document type(s) that is to be attached and proceed to assign the document to its matching document type name, shown in figure 1.3, then click **Submit** once all documents have been attached.

The screenshot shows a document selection interface with a light blue header containing the text "Please select blue square below to attach documents". Below the header, there are two columns of document types, each with a corresponding "Attach" button. The left column includes: "Property Data", "Tri-merged Credit Report", "Loan Application form 1003", "Certificate of Compliance or Builder Affidavit", and "Uniform Underwriting & Transmittal Summary". The right column includes: "Sales Contract", "Builder's Letter", "Notice to Seller", "Closing Disclosure", "Property Appraisal", and "Wiring Instructions". At the bottom of the page, there is a dark grey bar with a white "Submit" button.

Fig. 1.3

The page should then direct you to the Housing & Community Development Department's Homebuyer Assistance Page. That is how you will know that your upload was successful.

Congratulations, you've successfully loaded your documentation!