



CITY OF HOUSTON

Housing and Community Development Department
Homebuyer Assistance Program

Sylvester Turner

Mayor

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PROPERTY & LENDER'S CHECKLIST

All documents listed must be present at the time of loan submittal and no more than 90 days old.

	Required Documents	Specific Requirements
	Tri-merged Credit Report	For applicant and co-applicant (no more than 120 days old)
	Loan Application form 1003	Signed & dated by applicant(s) & lender
	Transmittal Summary 1008 or 92900	Signed & dated by lender or provide DU/LP approval
	Loan Estimate (replacing Good Faith Estimate)	Signed & dated by applicant(s)
	Intent to Proceed	Signed & dated by applicant(s)
	Property Data Sheet (internal document)	Must include Builder's and/or Realtor's contact information.
	Sales Contract and all other contract addenda including Escrow instructions, if applicable.	Initialed, signed, and dated by all parties as designated on documents. Copy of earnest money receipt from title company or a copy of earnest money funds provided (No copies of cash).
	Lead Based Paint Acknowledgement	Internal Document if property was built prior to 1978
	Uniform Residential Appraisal Report	The appraisal must include all pages and property pictures.
	Copy of the TREC property inspection obtained by Homebuyer Recipients	
	Certificate of Compliance (COC) -OR- Builder Affidavit (new property)	Dated within the last 12 months
	Loan Disclosure Form (internal document)	Signed and dated by Lender
	Notice to Seller(s) (internal document)	Signed and dated by Seller(s)