

SINGLE-FAMILY ELIGIBILITY PROGRAMS (SFEP) PROPERTY & LENDER DOCUMENT CHECKLIST



REQUIRED DOCUMENTS	SPECIFIC DETAILS
Tri-merged Credit Report	For applicant and co-applicant (must be dated within the last 120 days)
Loan application form 1003	Must include co-applicant, if applicable
Transmittal Summary 1008 or 92900	Provide DU/LP approval, with HAP funds included
Loan Estimate	Preferably including HAP funds
Intent to Proceed	Signed and dated by applicant(s)
Property Data Sheet (internal document)	Must include contact information for the builder, seller, or realtor(s)
Sales Contract, including all other addendums	Initialed, signed, and dated by all parties. Must include title company receipt of earnest money and or option fee funds
Lead Based Paint Acknowledgment, if applicable	Required for all homes built prior to 1978
Uniform Residential Appraisal Report	Must include all pages of the report, including pictures
Certificate of Compliance or Builder's Letter, for new construction only	Obtained from the City of Houston Permitting Center
Loan Disclosure Form (internal document)	Signed and dated by lender
Notice to Seller/Buyer (internal document)	Signed and dated by both the buyer(s) and seller(s)
Seller's Occupancy Form	Required for all properties, must be signed and dated by the seller(s)
Copy of TREC Inspection	Provided by the borrower
Proof of Buyer's Contribution of \$_____	A credit card statement, check or cashier's check with bank statement for proof that the buyer contributed at least \$350 towards the purchase transaction. It can be for the TREC Inspection, Appraisal, EM etc.