

FIRST TIME HOMEBUYER ASSISTANCE PROGRAM

TRANSMITTAL/CHECKLIST

Documents needed to obtain a commitment letter:

Submit the following documents to the Community Housing Trust of Monterey County, Inc. (CHTMC)
If the borrower(s) is/are qualified, a commitment letter will be mailed or faxed (lender preference) to the lender or broker.

- 1. Transmittal /checklist form (HT-003)
- 2. Completed, signed application form (HT-002)
- 3 Executed purchase contract (copy)
- 4. Uniform Residential Loan application (Fannie Mae form 1003)
- 5. One hundred fifty (\$150) dollar, non-refundable application fee, payable to "CHTMC"
- 6. Preliminary title report with wiring instructions
- 7. Three years of Applicant's tax returns
- 8. 2006 W'2 forms for all employed household members
- 9. 2007 pay stubs for 1 month for all employed household members

Information needed for the Housing Trust to release funds to the title company:

The funding lender should provide this information to the program

- 1. Name and telephone number of the title company where the close of escrow will proceed:

- 2. Estimated close of escrow date: _____

Documents forwarded by the title company to the Community Housing Trust of Monterey County, Inc, after close of escrow:

- 1. HUD-1 Settlement Statement
- 2. Recorded HTSCC Deed of Trust and rider
- 3. Signed Promissory Note

Contact Name of Primary Mortgage Broker or Lender: _____

Contact Number: _____ Fax#: _____

Email Address: _____

(Lender or Broker may choose to enclose a business card in lieu of this section)