



**Lake County Down Payment Assistance Program**  
**Loan Transmittal Checklist**

Buyer(s): \_\_\_\_\_

Property Purchase Address: \_\_\_\_\_

First Mortgage Lender: \_\_\_\_\_

**1) Submit a complete application package at least 15 business days prior to closing. No exceptions. We are unable to begin processing your application until ALL of the below items are received:**

**SUBMISSION DATE:** \_\_\_\_\_ **Anticipated Date of Closing:** \_\_\_\_\_

**\*PLEASE SUBMIT PACKAGE IN ORDER OF CHECKLIST**

- \_\_\_\_\_ Proof of Buyer's Personal Investment
- \_\_\_\_\_ CPAH's Buyer's Authorization & Certifications Form
- \_\_\_\_\_ Mortgage Application
- \_\_\_\_\_ Most Recent Year's W2s & Federal Tax Return (*Two years if seasonal or self-employed*)
- \_\_\_\_\_ Last 60 Days Consecutive Pay Stubs for all Household Members
- \_\_\_\_\_ Verification of Employment for all Household Members
- \_\_\_\_\_ Most Recent 6 Months of Checking Account Statements (ALL Pages, even if blank)
- \_\_\_\_\_ Most Recent 3 Months of Savings Account(s) Statement(s) (*Includes CD's, Money Market, etc*)
- \_\_\_\_\_ Most Recent Quarterly Retirement Account(s) Statement(s)
- \_\_\_\_\_ Mortgage Pre-Approval Letter
- \_\_\_\_\_ Executed Purchase Contract
- \_\_\_\_\_ Home Inspection Report Summary (with inspector info provided)
- \_\_\_\_\_ Post-Purchase Home Repair Policy (*only if applicable*)
- \_\_\_\_\_ Loan Estimate
- \_\_\_\_\_ Tri Merge Credit Report
- \_\_\_\_\_ Credit Report Authorization form (*for non-borrowing spouse -if applicable*)
- \_\_\_\_\_ Verification of Employment form (*for non-borrowing spouse -if applicable*)
- \_\_\_\_\_ Borrower Release of Authorization (*for non-borrowing spouse-if applicable*)
- \_\_\_\_\_ Automated Underwriting System (AUS) Findings
- \_\_\_\_\_ Memo on Letterhead re Determination of Assistance Amount (If applicable)
- \_\_\_\_\_ FHA Case # \_\_\_\_\_ (or mark N/A)
- \_\_\_\_\_ \$150.00 Non-Refundable Application Fee payable to CPAH

**2) Submit the following items at least 7 business days prior to closing:**

- \_\_\_\_\_ Copy of Multiple Listing/or Advertisement of the Property
- \_\_\_\_\_ CPAH's Disclosure to Voluntary Sellers Form
- \_\_\_\_\_ Appraisal Report
- \_\_\_\_\_ As-Built Appraisal Report (*on new constructions only*)
- \_\_\_\_\_ Mortgage Loan Commitment Letter (*signed by both buyer and 1<sup>st</sup> mortgage lender*)
- \_\_\_\_\_ Title Report (with all applicable parties listed) and Wiring Instructions
- \_\_\_\_\_ Re-inspection Certification of Repairs (*if necessary*)
- \_\_\_\_\_ Homebuyer Education Completion Certificate (copy obtained from the borrower)
- \_\_\_\_\_ Proof of Reserves (**to cover 1 month PITI(A) plus cash to close**)
- \_\_\_\_\_ Preliminary Closing Disclosure

**3) State the primary contacts for processing this application.**

Name: \_\_\_\_\_ Phone & Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone & Email: \_\_\_\_\_

## **Lake County Down Payment Assistance Program** **Buyer Authorizations & Certifications**

Community Partners for Affordable Housing (“CPAH”) is a nonprofit organization established in 1995 that assists Lake County communities and families in buying homes, improving homes and saving homes from foreclosure. Toward that end, CPAH rehabilitates distressed properties for resale and provides loans and grants to assist with down payment and closing costs. Learn more at [www.cpahousing.org](http://www.cpahousing.org) To assist you in applying for homebuyer assistance, your authorization and certification is needed for the below terms. Note that use of the singular pronouns such as “I” and “my” are used in all cases when referring to the Buyer, regardless if the Buyer encompasses two or more individuals.

Buyer(s): \_\_\_\_\_

Property Purchase Address: \_\_\_\_\_

### **PART 1. Release and Authorization**

I/We agree to provide and authorize release of information among all relevant mortgage lending and program-providing parties. This may include, but is not limited to CPAH, the First Mortgage Lender, Second Mortgage Lender, attorneys and title companies involved in the transaction, U.S. Department of Housing and Urban Development, County of Lake, and any other grant/loan-making entities.

### **PART 2. Disclosure Relating to Repayment Obligation**

If approved for participation in the Lake County Down Payment Assistance Program, I/We understand that the assistance is provided in the form of a 0%-interest deferred loan, with no monthly payments, forgiven at a rate of 1/60<sup>th</sup> every month starting 60 days after closing, and fully forgiven after five years plus 60 days in the property. However, the assistance will become immediately due and payable if any of these circumstances occur prior to 5 years plus 60 days: sale, cash out refinance, transfer, failure to owner-occupy or discovery of fraudulent information provided during the application and closing process. I/We understand that I/We will be obligated to sign a mortgage, promissory note and/or recapture agreement. I/We further understand that CPAH acts as a conduit to distribute assistance originating from the investor (Lake County and U.S. Department of Housing and Urban Development), and as such, acts on behalf of those entities in this matter.

### **PART 3. Certification of Personal Investment**

I/We certify to CPAH I have/We have and/or will invest in this purchase as required, including:

- a. A contribution of \$1,000 or 1% of the purchase price (whichever is greater) toward the down payment of the home as evidenced by a copy of canceled check or paid receipt to be provided no later than five (5) days prior to the closing date.
- b. A fee equivalent to 10% of the total assistance, up to a maximum \$500, to the CPAH to be paid through the title company at the time of closing to offset CPAH's costs of education, counseling and loan administration.
- c. My/Our intent to attend default prevention counseling in the event that I am/We are delinquent on the first mortgage.

**PART 4. Certification of Eligibility**

I/We certify to CPAH that I/We am/are eligible for assistance in that:

- a. I/We have not owned a home within the last three years or, in the alternative, I am a displaced homemaker or single parent who has only owned a home previously with a former spouse.
- b. All household information and income verification documentation provided to CPAH and my/our first mortgage lender is true and complete in all material respects.
- c. All buyers are a U.S. Citizen or a Permanent Resident Alien.
- d. I/We intend to occupy and maintain the home located at the above-named property address as my/our principal residence until said property is sold or transferred.
- e. The home I/We am buying is a one- to four-unit single family home, condominium unit, cooperative unit or manufactured housing unit held in fee simple title.

**PART 5. Certification of Lead-Based Paint Poisoning Education**

I/We understand that homes constructed prior to 1978 may be at risk for the hazards of lead-based paint poisoning and certify that I/We have read the EPA's "Protect Your Family from Lead in Your Home" brochure available at (English): [https://www.epa.gov/sites/production/files/2017-06/documents/pyf\\_color\\_landscape\\_format\\_2017\\_508.pdf](https://www.epa.gov/sites/production/files/2017-06/documents/pyf_color_landscape_format_2017_508.pdf)  
 (Español): [https://www.epa.gov/sites/production/files/2017-06/documents/pyf\\_booklet\\_color\\_spanish\\_2017.pdf](https://www.epa.gov/sites/production/files/2017-06/documents/pyf_booklet_color_spanish_2017.pdf)

**PART 6. Non-borrowing Spouse (only if applicable)**

- a. I agree that a credit report will be pulled for the purpose of collecting monthly debt amounts to be used toward our total debt-to-income ratio.
- b. I agree that a Verification of Employment will be requested by CPAH.

**PART 7. Certification of Household Income & Composition**

I/We certify that the below individuals will occupy the above-named property:

Head of Household: _____	Age: _____	Income: _____
Occupant: _____	Age: _____	Income: _____
Occupant: _____	Age: _____	Income: _____
Occupant: _____	Age: _____	Income: _____
Occupant: _____	Age: _____	Income: _____
Occupant: _____	Age: _____	Income: _____
Occupant: _____	Age: _____	Income: _____

**PART 8. Contact Information & Signature**

By my/our signature below, I/We certify all information stated herein to be accurate and true. I/We further understand that it is essential that I am/We are available for timely communication during this process by both by phone and email, and herein provide my/our contact information:

Buyer 1: \_\_\_\_\_ Buyer 2: \_\_\_\_\_ Alternative Contact: \_\_\_\_\_  
(Not living in home)  
Cell: \_\_\_\_\_ Cell: \_\_\_\_\_ Cell: \_\_\_\_\_  
Alt Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (Buyer 1): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Buyer 2): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Non Borrowing Spouse): \_\_\_\_\_ Date: \_\_\_\_\_



COMMUNITY  
PARTNERS for  
**AFFORDABLE  
HOUSING**

## Disclosures to Voluntary Sellers of Residential Real Estate

Purchase Price: \$ \_\_\_\_\_

Appraised Value: \$ \_\_\_\_\_

Property Address: \_\_\_\_\_

Buyer: \_\_\_\_\_

Seller: \_\_\_\_\_

This is to inform you that the buyer would like to purchase the above-named property if a satisfactory agreement can be reached. The buyer is prepared to pay the above-named for clear title to the property under the conditions described in the attached proposed contract of sale. Because federal funds may be used in the purchase, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell the above-named property, then the purchaser will not acquire your property. The purchaser does not have the power to acquire your property by condemnation (i.e., eminent domain).
2. We estimate the Fair Market Value of the property to be the appraised value as stated above.

Because the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed. Please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the disclosure and return it to us.

By signing this disclosure, the seller is also certifying that the property was not leased at the time the contract was signed and that no one is being displaced by the sale of the property. If you have any questions about this matter, please contact Community Partners for Affordable Housing at (847) 263-7478.

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller's Signature

\_\_\_\_\_  
Date

[www.cpahousing.org](http://www.cpahousing.org)  
phone 847.263.7478  
fax 847.796.8060



COMMUNITY  
PARTNERS for  
**AFFORDABLE  
HOUSING**

**Main Office**  
800 S. Milwaukee Ave., Suite 201  
Libertyville, IL 60048

**Highland Park Office**  
400 Central Ave., Suite 111  
Highland Park, IL 60035

### **Borrower's Authorization to Release Information to Non-Borrowing Spouse**

I hereby authorize that my information be discussed for the purpose of servicing and resolving matters relating to my current or potential Community Partners for Affordable Housing (CPAH) loan with my spouse and any relevant parties including first and subordinate mortgage lenders, realtors, attorneys, appropriate social service agency representatives, and representatives from grant funding sources such as the County of Lake, the U.S. Dept. of Housing and Urban Development, the Illinois Housing Development Authority, NeighborWorks and its intermediary agencies. In all other circumstances my information will be confidential.

I \_\_\_\_\_ (**please print borrower name**) certify that I have read and understand the above statement. Any questions I may have had were previously discussed with CPAH and answered to my satisfaction. I have been provided with a copy of this document.

\_\_\_\_\_  
Homebuyer Signature

\_\_\_\_\_  
Date

[www.cpahousing.org](http://www.cpahousing.org)  
phone 847.263.7478  
fax 847.796.8060



COMMUNITY  
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**Main Office**  
800 S. Milwaukee Ave., Suite 201  
Libertyville, IL 60048

**Highland Park Office**  
400 Central Ave., Suite 111  
Highland Park, IL 60035

**Community Partners for Affordable Housing**  
**Credit Report Authorization Form for Non-Borrowing Spouse**

**GENERAL INFORMATION**

Client Name(s) & Address(es):

Former address(es) if less than 2 years at above address:

**AUTHORIZATION BY SIGNATURES & PRIVACY INFORMATION**

I hereby authorize the Community Partners for Affordable Housing (CPAH) located at 800 S. Milwaukee Ave., Ste. 201, Libertyville, IL 60048 (Tel: 847/263-7478) to order a tri-merge consumer credit report for the purpose of obtaining approval through CPAH's homeownership or owner-occupied rehabilitation programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
D.O.B.

\_\_\_\_\_  
Date

**NOTICE TO BORROWERS:** This is notice to you as required by the Right to Financial Privacy Act of 1978 that HUD/FHA has a right of access to financial records held by financial institutions in connection with the consideration of administration of assistance to you. Financial records involving your transaction will be available to HUD/FHA without further notice or authorization but will not be disclosed or released by this institution to other Government Agency or Department without your consent except as required or permitted by law.

[www.cpahousing.org](http://www.cpahousing.org)

phone 847.263.7478

fax 847.796.8060



COMMUNITY PARTNERS for AFFORDABLE HOUSING

Main Office  
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Libertyville, IL 60048

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400 Central Ave., Suite 111  
Highland Park, IL 60035

# Request for Verification of Employment

**Privacy Act Notice:** This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

**Instructions:** Lender – Complete items 1 through 7. Have applicant complete item 8. Forward directly to employer named in item 1.  
Employer – Please complete either Part II or Part III as applicable. Complete Part IV and return directly to lender named in item 2.  
The form is to be transmitted directly to the lender and is not to be transmitted through the applicant or any other party.

## Part I – Request

1. To (Name and address of employer)	2. From (Name and address of lender) Community Partners for Affordable Housing 800 S. Milwaukee Ave., Ste. 201 Libertyville, IL, 60048
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I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.

3. Signature of Lender	4. Title	5. Date	6. Lender's Number (Optional)
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I have applied for a mortgage loan and stated that I am now or was formerly employed by you. My signature below authorizes verification of this information.

7. Name and Address of Applicant (include employee or badge number)	8. Signature of Applicant
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## Part II – Verification of Present Employment

9. Applicant's Date of Employment	10. Present Position	11. Probability of Continued Employment
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12A. Current Gross Base Pay (Enter Amount and Check Period) <input type="checkbox"/> Annual <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Weekly \$ _____				13. For Military Personnel Only		14. If Overtime or Bonus is Applicable, Is Its Continuance Likely? Overtime <input type="checkbox"/> Yes <input type="checkbox"/> No Bonus <input type="checkbox"/> Yes <input type="checkbox"/> No
12B. Gross Earnings				15. If paid hourly – average hours per week		
Type	Year To Date	Past Year	Past Year	Rations	\$	16. Date of applicant's next pay increase
Base Pay	\$	\$	\$	Flight or Hazard	\$	
Overtime	\$	\$	\$	Clothing	\$	
Commissions	\$	\$	\$	Quarters	\$	
Bonus	\$	\$	\$	Pro Pay	\$	
Total	\$ 0.00	\$ 0.00	\$ 0.00	Overseas or Combat	\$	17. Projected amount of next pay increase
				Variable Housing Allowance	\$	18. Date of applicant's last pay increase
						19. Amount of last pay increase

20. Remarks (If employee was off work for any length of time, please indicate time period and reason)

## Part III – Verification of Previous Employment

21. Date Hired	23. Salary/Wage at Termination Per (Year) (Month) (Week)		
22. Date Terminated	Base _____	Overtime _____	Bonus _____
24. Reason for Leaving		25. Position Held	

**Part IV – Authorized Signature** - Federal statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy purposed to influence the issuance of any guaranty or insurance by the VA Secretary, the U.S.D.A., FmHA/FHA Commissioner, or the HUD/CPD Assistant Secretary.

26. Signature of Employer	27. Title (Please print or type)	28. Date
29. Print or type name signed in item 26	30. Phone No.	