

Minneapolis Homes Program Homebuyer Checklist

Borrower(s):

Property:

Closing Date:

The following documentation shall be submitted to City no later than three weeks prior to the scheduled closing. Unless otherwise specified, Developer shall use forms provided by City.

Borrower information – Developer/Lending Responsibility

- 1. Purchase Agreement.
- 2. Completed and signed Certification Application with Tennessean Warning or alternative, signed by all adults (+18) that will occupy the unit.
- 3. Completed and signed Annual Income Calculation Worksheet
- 4. Acceptable Verifications (Most recent two months of check stubs of household income eligibility documentation for all adults (+18) that will occupy the unit OR VOE employment verification from lender/employer
- 5. 6 months Bank Verification or VOD.
- 6. Most recent federal income tax return for all adults.
- 7. Borrower's HUD approved Homebuyer Certificate of Counseling.
- 8. Mortgage Lender's 1003 (Uniform Residential Loan Application Form)
- 9. FNMA 1008 Lender's Underwriting Transmittal
- 10. The completed Development shall be sold only to a Qualified Homebuyer and at a Sale Price no less than the fair market value as determined by either a new appraisal or an update to the appraisal acceptable to City.
- 11. Review appraisal. REQUIRED: Use appraisers from CPED appraiser list.
- 12. SAMS.gov EPLS search for ALL Vendors, Suppliers, Contractors, Title Company, Real Estate Company, Agents, Lenders and Homebuyers.