



Staff members will connect with applicants to submit preapproval/ prequalification from lender.



Staff members will send applications to clients to complete with all the required documents. Applicants must recertify with updated financials for eligibility. If eligible, a commitment letter of DPA funds is issued to lender.



Staff members send HRA Closing Package to title company (3 business day before closing) and wires the DPA funds to the title company on closing day.

1)

INTEREST FORM

Fill out interest form and if eligible, will be placed onto waitlist.



ELIGIBILITY

Staff members

underwrite the

application. If eligible,

applicants will receive

a 6-month reservation

letter of DPA funds.

PURCHASE AGREEMENT

Applicants will start their home search. If there is an executed purchase agreement, staff members must be notified.

LENDER
CLOSING DOCS

Staff members will request required documents from lender. Underwriters will prepare the HRA Closing Package documents to lender/title company.

