



Impact Development Fund
200 E. 7th Street, Suite 412
Loveland, CO 80537
970.494.2021 970.494.2022 Fax
info@impactdf.org

Down Payment Assistance Loan File Checklist

Please fax or email the following documents to our office for review/underwriting at least three (3) weeks before closing. *****IF LOAN AMOUNT CHANGES OR RATE CHANGES YOU MUST SUBMIT NEW LOAN ESTIMATE & 1003. IF CLOSING DATE CHANGES WE MUST BE NOTIFIED BY LENDER AS SOON AS POSSIBLE.**

- _____ Completed typed 1003
- _____ Loan Estimate for Subject Property
- _____ Lender Pre-qualification Letter, Lender Loan Approval or AUS Findings
- _____ Income Verification (**Most recent federal tax return***, **plus W-2's**, **plus 30-day pay stubs**)
**2 years tax returns and YTD P&L for self-employed borrowers*
- _____ Verification of Employment (if using variable income, bonuses, overtime to qualify to customer)
- _____ Purchase Contract with all amendments
- _____ Signed E-Consent (Authorization for secure electronic delivery of loan disclosures)
- _____ Home Ownership Training Certificate
- _____ Photo ID
- _____ Mortgage Broker State License Number _____

Requested Programs: _____ Requested Amount: _____

Primary Borrower: _____ **Co-Borrower:** _____

Email Address: _____ **Email Address:** _____

Closing Date: _____ Location: _____

Title Company: _____ Contact: _____

Phone: _____ Email: _____

Hazard Insurance Agent: _____
(Please provide name of insurance quote and replacement cost estimate if provided)

Phone: _____ **Email:** _____

HOA Insurance Agent: _____
(Please provide name of insurance agency providing blanket coverage for HOA/Condo projects)

Phone: _____ **Email:** _____

Lender: _____ Email: _____

Loan Officer: _____ Phone: _____

Additional Contact: _____

Comments: _____