FIRST TIME HOMEBUYER PROGRAM (FTHB)
REQUEST FOR FUNDING CHECKLIST

FTHB FILE #: ________________________________

HOMEBUYER NAME: ______________________________________________________________________

** ALL ITEMS FOR PHASE II MUST BE SUBMITTED TO EDA AS A WHOLE PACKET **
** EMAILED DOCUMENTS ARE NOT ACCEPTABLE **

☐ Outstanding items noted in written Funding Reservation Letter

☐ Voluntary Acquisition Informational Notice (FTHB-6) copy of the seller signature is acceptable / borrowers wet signature required

☐ Homebuyer Education Certificate. Copy of Certificate of Completion of 8 hour Home Buyer Education Class from HUD approved homebuyer Education Provider (On-Line classes are not acceptable and certificates expire after 1 year)

☐ Repair Certification. Written Proof that items listed on the EDA repair request letter have been repaired or replaced as requested (This must be in the form of a signed letter by a licensed contractor or the original inspector, itemizing the items which were repaired)

☐ Wire Instructions. Written request from the escrow officer for deposit of FTHB funds in a font size 10 or larger.

The County requires a minimum of ten (10) working days, excluding holidays, to process a claim and wire funds to escrow. This time period begins when the Confirmation letter is issued.

** To process the funding request, the wire instructions must include all of the following or the wire request will be rejected:

1. On Escrow Company letterhead.
2. Bank name
3. ABA/routing number
4. Dollar amount of wire
5. Title number
6. No handwritten information
7. Signature of authorized person to approve wire instructions
8. Bank address
9. Account number
10. Escrow number
11. Client name and vesting (or copy of vesting amendment)

☐ Vesting Amendment from escrow. Current amendment signed by the borrower(s).

☐ Termite Report and Clearance

☐ Appraisal. Copy of Appraisal establishing property Value

☐ Copy of Certificate of Occupancy for new construction properties (if applicable)

☐ HCD form 433 (a) for Manufactured homes (new manufactured homes on permanent foundation)

☐ Lead-Based Paint Inspection report for homes built prior to 1978 with Wet Signature(s)

☐ Shipping account information or preprinted label(s) for delivery of EDA loan docs to escrow.

NOTE: These documents will be drawn by EDA and delivered to escrow for the borrower to sign.

Disclosure Statement
Promissory Note
Escrow Officer Checklist (to be initialed and signed by Escrow Officer)