

NeighborWorks RESERVATION CHECKLIST

**Packages must be mailed or over-nighted.
FAXED OR E-MAILED PACKAGES ARE NOT ACCEPTED**

509 1st Avenue South, Great Falls, MT 59401 * PHONE: (406) 761-5861

ATTN: Loan Department

FROM: _____

AT: _____

Email Address: _____

DATE: _____

FAX # _____

PHONE: _____

FAMILY SIZE : _____ COUNTY : _____

- NAME(S) OF BORROWER(S) (FULL NAME AS TAKING TITLE TO PROPERTY)

- STREET ADDRESS OF SUBJECT PROPERTY:

- AMOUNT & TYPE OF 2ND MTGE REQUESTED FROM NWGF: \$ _____
(REMEMBER TO INCLUDE FEES AND DEDUCT BORROWER'S \$1,000 REQ'D INVESTMENT –
For FHA 1st Mortgages Borrower must provide the 3.5% down payment before NW can assist with closing costs and gap or additional down payment financing unless CITY OF GREAT FALLS 0% DEF program is requested)
- AMOUNT & TYPE OF 1ST MTGE (FHA, VA, RD, CONV) INTEREST RATE & TERM:

- VERIFICATION OF INCOME (FULL VOE'S, TAX RETURNS IF SELF-EMPLOYED, DISABILITY AWARDS, CHILD SUPPORT INCOME, DIVORCE DECREE, ETC.) FOR ALL OCCUPANTS OF THE HOME AGED 18 AND OVER, INCLUDING THOSE NOT OBLIGATED ON MORTGAGE. DO NOT SUBMIT PACKAGE WITHOUT INCOME VERIFICATIONS**
- LOAN ANALYSIS FORM - PROGRAM RATIOS NOT TO EXCEED 29/41 UNLESS COMPENSATING FACTORS (NARRATIVE REQD)**
- RESIDENTIAL LOAN APPLICATION (FINAL COPY, NOT PRE-QUALIFYING FORM, BUT NEED BORROWERS & LENDERS SIGNATURES FROM ORIGINAL APPLICATION). \$ VALUE FOR AUTOMOBILES OWNED & OTHER ASSET MUST BE LISTED ON PAGE 2 OF APPLICATION**
- CREDIT REPORT & CREDIT EXPLANATIONS IF APPLICABLE
- VOD'S OR CURRENT BANK STATEMENT(S) FOR ASSET VERIFICATION
- GOOD FAITH ESTIMATE
- COPY OF TITLE COMMITMENT
- BUY/SELL AGREEMENT & LEAD BASED PAINT DISCLOSURE
- **CERTIFICATE OF COMPLETION OF NW APPROVED HOMEBUYER EDUCATION**
- **APPRAISAL. IF REPAIRS, COPY OF FINAL INSPECTION REQUIRED PRIOR TO CLOSING. CANNOT DISPLACE A TENANT IF USING OUR FUNDS.**
- COPY OF FLOOD DETERMINATION
- DATE OF CLOSING: _____
- CLOSING AGENT & THEIR ADDRESS, PHONE & FAX #'S: _____

**NEIGHBORWORKS MUST HAVE AT LEAST 10 WORKING DAYS FOR PROCESSING PRIOR TO CLOSING IF PACKAGE IS INCOMPLETE IT WILL TAKE LONGER.
HOME 0% LOANS TAKE LONGER TO PROCESS DUE TO REQUIRED INSPECTIONS**

**** Reservation package can be sent before Appraisal & HBE cert are received – mark checklist “to follow”**