



**CITY OF CLEVELAND HEIGHTS
40 SEVERANCE CIRCLE, CLEVELAND HEIGHTS, OH 44118
DOWN PAYMENT ASSISTANCE PROGRAM**

Lender's Document Checklist & Cover Sheet

Attach this form and all required documents to our application in the order listed below.

Borrower(s) Name(s): _____	
Property Address: _____	
City & Zip Code: _____	Email Address: _____

Lender Contact: _____	Lender Name: _____
Phone & Fax: _____	Address: _____
Email Address: _____	City: _____ Zip: _____

Escrow Contact: _____	
Company: _____	
Phone & Fax: _____	Email Address: _____
Seller(s) Name(s): _____	
Current Address: _____	City: _____ Zip: _____
Phone Number: _____	Email Address: _____

Seller's Agent: _____	Company: _____
Phone & Fax: _____	Email Address: _____

Buyer's Agent: _____	Company: _____
Phone & Fax: _____	Email Address: _____

Type of Down Payment Assistance

Check one:

- Single Family Home: \$15,000 Down Payment Assistance Loan
- Two Family Home: \$15,000 Down Payment Assistance Loan
- New Construction Single Family or Cleveland Heights approved condo conversion:
\$20,000 Down Payment Assistance Loan

Application Documents:

Lender Initial

Application Documents:	Lender Initial
1. Original Cleveland Heights / HPO application, completed and signed in ink by all borrowers	
2. Typed first mortgage application (must be signed)	
3. Income verifications for two full years for all household members for all sources	
4. Last 2 years completed federal tax returns, W-2 statements, most recent 2 pay stubs / all household members	
5. Proof of pre-purchase & home maintenance training by HUD / City approved provider	
6. Inspection report with list of violations from Cleveland Heights Housing Inspections Department	
7. Visual paint inspection (City staff will inspect after application is received)	
8. Re-inspection report showing violations have been corrected including paint repairs	
9. Appraisal (first 2 or 3 pages through signature page only)	
10. First mortgage commitment letter, if available, or pre-approval letter	
11. Preliminary HUD-1 settlement statement showing down payment loan amount	
12. Escrow agent's signed W-9 form	

Contact Lori Sanford of the Cleveland Heights Housing Preservation Offices to insure that you have included all the data required for a speedy loan approval: 216-291-4869