

Grant Application Checklist

To be completed by the member financial institution or the agency facilitating downpayment assistance or rehabilitation. Do not send to the FHLBI.

Applicant/Loan Information

Applicant name:		
Date:	Loan application number:	
Address of residence:		
No. persons in household:	Annual income:	Max. income allowed:
Income verified by: <input type="checkbox"/> W-2s <input type="checkbox"/> Pay stubs <input type="checkbox"/> VOE <input type="checkbox"/> Other:		
Loan type:	Discount points:	
Sale price:	Downpayment amount:	
Subsidy amount:	Mortgage amount:	
Loan Originator:	Phone:	
Homebuyer counseling completion date:		Loan approval date:
Approved by:	Signature:	

File Checklist

Items	Complete	N/A	Comments	
Application/intake form	<input type="checkbox"/>	<input type="checkbox"/>		
Photographs	<input type="checkbox"/>	<input type="checkbox"/>		
Match verified	<input type="checkbox"/>	<input type="checkbox"/>		
Copy of counseling certificate	<input type="checkbox"/>	<input type="checkbox"/>		
Purchase agreement	<input type="checkbox"/>	<input type="checkbox"/>		
Good faith estimate	<input type="checkbox"/>	<input type="checkbox"/>		
Copy of signed retention agreement	<input type="checkbox"/>	<input type="checkbox"/>		
Retention agreement sent to recorder	<input type="checkbox"/>	<input type="checkbox"/>	Date sent:	
Recorded retention agreement rec'd	<input type="checkbox"/>	<input type="checkbox"/>	Date received:	
Borrower's settlement statement	<input type="checkbox"/>	<input type="checkbox"/>		
Income documentation and calculations	<input type="checkbox"/>	<input type="checkbox"/>		
Certification of repairs	<input type="checkbox"/>	<input type="checkbox"/>		
Cost documentation (invoices, bids)	<input type="checkbox"/>	<input type="checkbox"/>		
Rehab closing statement	<input type="checkbox"/>	<input type="checkbox"/>		
Disbursement/payment documentation	<input type="checkbox"/>		Date	Payment type

File closed	<input type="checkbox"/>	Date closed:
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