



3-7 Submittal Checklist for Closing on Homeownership Properties

SCSHFDA, 300-C Outlet Pointe Blvd., Columbia, SC 29210 (803) 896-9001 www.schousing.com

Date:

Recipient Name:

Email :

Contact Person :

Phone #:

Homebuyers Name :

DRGR Activity #:

Property Address :

Anticipated Closing Date:

*To allow necessary time for processing, the closing date must not be scheduled for less than 45 days from the execution of the sales contract.

Step One - Submit the following:

- ☐ Lead-Based Paint Notification Requirements (Pre-1978 Units Only)
* LBP notification requirements must be met prior to executing the sales contract

☐ 9-3 Receipt of LBP Pamphlet:

☐ 9-6 Receipt of LBP Evaluation Results:

☐ 9-7 Receipt of LBP Clearance Report:

- ☐ Copy of the Executed Sales Contract *Including an NSP Eligibility Addendum to address program requirements such as in income qualification, the NSP subsidy, an the affordability period is highly recommended.

☐ Copy of the Post- Redevelopment Appraisal

Date of Contract:

Step Two - Submit the following no less than 10 BUSINESS DAYS after executing the Sales Contract:

*Refer to the Authority's **Determining Income Manual** for forms and requirements necessary to certify household income.

- ☐ 3-1 Calculating Annual Income Form ☐ 3-1A Income & Asset Questionnaire Form ☐ 3rd Party Income & Asset Documentation

Step Three - Submit the following no less than 5 BUSINESS DAYS prior to closing:

- ☐ 3-5 Homebuyer Summary Form
- ☐ Drafts of NSP Second Mortgage and Promissory Note Documents
- ☐ Draft of the HUD-1
- ☐ Copy of the Truth in Lending or Good Faith Estimate
- ☐ Letter from primary lender stating amount required for downpayment (If providing downpayment assistance with NSP funds)
- ☐ Completion of Homebuyer Counseling Certificate

Step Four - Submit the following no later than 7 BUSINESS DAYS after closing:

- ☐ 5-2 Receipt of Program Income with Documentation

Step Five - Submit the following within 60 days after closing:

- ☐ Recorded/Executed Copy of NSP 2nd Mortgage & Promissory Note ☐ Signed Copy of the HUD-1
- ☐ Recorded/Executed Copy of 1st Mortgage & Promissory Note

*Note: If the closing transaction included more than the primary and the NSP mortgages, copies of all other mortgage documents regardless of position must be submitted.