

St. Louis County Office of Community Development

Homebuyer Program Checklist

NEEDED PRIOR TO CONSTRUCTION

- Payment Request form**
- Invoice**
- Residential Sales Contract**
- Signed Borrower's Information Form**
- Income Documentation**
 - previous year's W-2
 - 2 most recent pay stubs
 - Part 5 Annual Income worksheets

<http://www.hud.gov/offices/cpd/affordablehousing/training/web/calculator/definitions/index.cfm>

NEEDED AT LEAST 2 WEEKS BEFORE ANTICIPATED CLOSING

- Home buyer Counseling Certificate**
- Loan Commitment**
- Commitment for Title Insurance**
- Residential Appraisal Report (1st 2 Pages only)**

NEEDED AT CLOSING

- Project Completion Form**
- HUD 1 Settlement Statement**
- Evidence of Property Insurance**
(with St. Louis County Office of Community Development named as additional insured)
- Certificate of Occupancy from Muni**
- St. Louis County Public Works Certificate of Occupancy**
- Visual Lead Assessment**
- Lead Clearance test if Applicable**
- Signed Note**
- Copy of Signed Deed of Trust**
- Signed Recapture Policy**