



DOWN PAYMENT ASSISTANCE PROGRAM COMMUNITY SERVICES DEPARTMENT POST-APPLICATION CHECKLIST FOR QUALIFIED APPLICANTS

Congratulations, based upon a review of your application, you are qualified to receive a zero percent interest, shared equity, gap financing loan through the City of College Station's federal HOME Investment Partnership Program Down Payment Assistance Program (DAP). You must close your transaction within 6 months of the date of your application, or you must re-apply. Please understand that this assistance is not guaranteed, as there are many factors involved in your transaction. Please follow this checklist, and schedule a time to review, complete and sign the required certifications and disclosures.

- ☐ 1) **Select A Mortgage Lender.** Shop for best rates, terms, and service. Please interview at least 3 lenders for comparison purposes. Lenders with a local office are highly recommended. Your local bank is a good starting point. Provide your lender with a copy of the Eligibility Criteria and Lenders Key Points page.
- ☐ 2) **Select a REALTOR®.** Select a REALTOR® who will represent you as a buyer (a "Buyer's Agent"). If you do not have an express agreement with a REALTOR® to represent you and your interests to get you the best deal possible, the REALTOR® must, by law, represent the property seller as his agent or subagent and disclose all information that you may provide to the seller. You are not required to use a REALTOR® to represent you, but you will be at a disadvantage. A Buyer's Agent can structure your contract offer to minimize your expenses.
- ☐ 3) **Select your home.**
 - For Down Payment Assistance, homes constructed **prior to 1978** must have passed a lead-based paint risk assessment by a State of Texas licensed Lead Risk Assessor.
 - The home must be located within the City Limits of College Station
 - The home must not be located within a 100-year flood plain.
 - The home must be either owner-occupied or vacant. **Homes currently occupied by tenants are not eligible.**
 - The maximum home price cannot exceed the exceed 95% of the median area purchase price for the same type of residence for the College Station/Bryan area.

The following items are **required** and must be provided to the City of College Station Community Services Office prior to closing (Items 4-11 must be received by our office at least thirty days prior to closing):

- ☐ 4) Provide a **pre-approval letter** from your lender.
- ☐ 5) Provide a **Loan Estimate** from your lender.
 - Lenders must provide escrow services to buyers for insurance and property taxes.
 - The mortgage interest rate may not exceed the local average mortgage rate by more than 1.5 points.
 - The mortgage must be at least 15 years, have a fixed rate for the life of the loan, and be fully amortizing.
 - A maximum of 30% of the Down Payment Assistance subsidy may go towards closing costs or points.
 - Maximum monthly mortgage payment is 35% of your gross monthly income, as reported on your DAP application.
 - Maximum monthly mortgage payment plus consumer debt payments is 45% of your gross monthly income.
- ☐ 6) **Provide a copy of the real estate contract (ASAP - provide this to our office immediately as soon as it is finalized - Delay will delay your closing).**
- ☐ 7) Provide a copy of the **survey**.
- ☐ 8) Provide a **Title Commitment** from the title company that will handle your closing.
 - ☐ Provide a copy of the **vesting deed**.
 - ☐ Provide a copy of all **exceptions to title documents** from schedule B & C of the title policy.
- ☐ 9) Provide a copy of the **property inspection report** from a licensed property inspector.
- ☐ 10) Provide a copy of the **Wood Destroying Insect (W.D.I.) inspection report** from a licensee of the Texas Structural Pest Control Board (TSPCB).
- ☐ 11) Schedule a **Housing Quality Standards (HQS) Inspection** with the Community Services Department.
- ☐ 12) Provide documentation of receiving housing counseling from a HUD Certified Housing Counseling Agency.
- ☐ 130 Provide a copy of the **appraisal** from the lender (**week of closing**). Ask in advance if your lender will provide a copy of the appraisal to our office. A copy of the appraisal is required to receive Down Payment Assistance.

You may submit these items in person from 8 a.m. – 5 p.m. Monday through Friday at 511 University Dr. East, or by mail to:

Down Payment Assistance Program
Community Services Department
City of College Station
P.O. Box 9960
College Station, TX 77842

For questions concerning your application, please contact the City of College Station Community Services Department, (979) 764-3778.