

PRE-CLOSING CHECKLIST

STF#-51528

**Note:** You must receive a pre-approval from IHDA **before** you can close.

Local Affiliate: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ : Email: \_\_\_\_\_  
Date Submitted for Pre-Approval: \_\_\_\_\_  
Proposed Close Date: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_ AMI Group: \_\_\_\_\_%  
Property Address: \_\_\_\_\_  
City: \_\_\_\_\_, Illinois Zip Code: \_\_\_\_\_ County: \_\_\_\_\_  
Requested Trust Fund Amount: \_\_\_\_\_

Attached are the following documents:

- MITAS Commitment Confirmation
- Down Payment Assistance Application
- Income Calculator
- Monthly Homebuyer Housing Debt Worksheet
- Purchase Contract (includes purchase price)
- Residential Real Estate Appraisal
- Pre-Purchase Counseling Acknowledgement  
(attach copy of Homebuyer Counseling Certificate)
- Homeowner’s Insurance (IHDA as additional insured)
- Title Commitment
- 1st Mortgage Commitment Letter

Clear to Close Documents (submit ten days before closing)

- Warranty Deed
- IHDA Promissory Note
- IHDA Mortgage
- Preliminary Closing Disclosure

Down Payment/Earnest Money: \_\_\_\_\_  
Purchase Price: \_\_\_\_\_  
(amount may not exceed appraised value)  
Appraised Value: \_\_\_\_\_

Please complete the following (if applicable):

1st Mortgage Amount: \_\_\_\_\_  
Funder: \_\_\_\_\_  
Interest Rate: \_\_\_\_\_% Loan Term: \_\_\_\_\_years  
2nd Mortgage Amount \_\_\_\_\_  
Funder: \_\_\_\_\_  
3rd Mortgage Amount: \_\_\_\_\_  
Funder: \_\_\_\_\_  
4th Mortgage Amount: \_\_\_\_\_  
Funder: \_\_\_\_\_  
Other Sources of Funds\*\*  
Amount: \_\_\_\_\_  
Funder: \_\_\_\_\_  
\*\*Submit lender commitment letters for additional sources of funds (if applicable)

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed  
(never married)

*IHDA will notify Chicagoland Habitat for Humanity upon acceptance of pre-closing package and send a Clear to Close memo.*

Comments: