

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: _____

Borrower: _____ Co-Borrower: _____ AMI Group: _____

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

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)**

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

Comments:

Grantee Certification

I certify that the homeowner was given a copy of the IHDA Privacy Notice.