**NCDFI Relending Demonstration Program**

**Ultimate Recipient Application Checklist**

The following items needed for the Ultimate Recipient loan draw request:

[ ] Loan Application (ensure property address and social security number are completed)

[ ] 4A Worksheet for Computing Income/Maximum Loan Calculator or other income calculation document (to show income calculations)

[ ] THPO Property Review and Sign-off (n/a for new properties)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Loan # | Closing Date | NCDFI | Matching Funds | Other Funding | Loan Amount |
|  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

List other funding source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loan Narrative (brief description of income, credit/debts, assets, and home-location/value):

Interest Rate: \_\_\_\_\_\_\_\_\_ Term: \_\_\_\_\_\_\_\_\_\_\_ Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Interest must fall below the 502 Full Note Rate for that month |

Ethnicity: Race: Sex: Veteran:

[ ] Hispanic [ ] Native American [ ] Male [ ] Yes

[ ] Non-Hispanic [ ] Asian [ ] Female [ ] No

 [ ] African American

 [ ] White

 [ ] Pacific Islander

Certification. As the NCDFI representative, I certify to the best of my knowledge, that the proposed ultimate recipient is eligible for the loan, the proposed loan is for an eligible purpose; and, the proposed loan complies with all applicable statutes and regulations.

NCDFI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date funds released:

Signature:

Checklist of items for Rural Development File Reviews

[ ] Loan Application Form (Do Not Pay verification from RD).

[ ] Loan Underwriting Narrative (Address Income, Credit, Assets, etc.) and supporting documentation (e.g. paystubs, bank records, credit report etc.)

[ ] 4A Worksheet for Computing Income/Maximum Loan Calculator or other income calculations document.

[ ] Home Buyer Education Certificate (if first time homebuyer)

[ ] Truth in Lending Documents

[ ] Purchase Agreement

[ ] Appraisal

[ ] Title Status Report (TSR) or equivalent (i.e. Hawaiian lands)

[ ] Lease

[ ]  RD environmental review (please contact THPO if applicable and provide their review (n/a for new properties))

[ ] Insurance information

[ ] Closing documents