



## NC Home Advantage Submission Package Checklist

Borrower(s): \_\_\_\_\_ or NCHFA Loan Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Use this Checklist** to ensure documents are properly completed and signed where necessary. Submit complete file electronically. UPLOAD via the NCHFA OLS Portal. Copies of all documents and forms are acceptable. Valid electronic signatures (authorization code required) are accepted on all application / submission forms.

### Required Signed Forms & Documents – At time of **Origination & Underwriting for \$15,000 DPA**

- ☐ 1. **Form 08**- Underwriter Certification (completed by underwriter to show how income calculated)
- ☐ 2. **1003 Final** - Uniform Residential Loan Application, unsigned or signed final application
- ☐ 3. **Form 016** - Mortgage Affidavit and Borrower Certification, completed and signed by all **Borrowers, Titleholders**, and Adult occupants and the **Lender**.
- ☐ 4. **Form 015** - Preliminary Notice to Applicants of Potential Recapture of Federal Subsidy
- ☐ 5. **Form 013** - Seller Affidavit completed and signed by all owners of subject property
- ☐ 6. **Verification(s)** of Current Employment for current job(s) (*written or verbal*)
- ☐ 7. **Current** pay stub(s) verifying year-to-date income (within 45 days of pay period end)
- ☐ 8. **Verification(s)** of all Prior Employment to match last year's W-2s (written or verbal VOE) and any job held YTD. Only VOES for the current & previous year, not all 3 tax years. Prior employment only needs a termination date for NCHFA purposes.
- ☐ 9. **Income** Documentation - copies of other income documentation, if applicable, such as Award letters, Separation Agreements, or Support orders, and P&L for Self-employed borrowers (self prepared ok).
- ☐ 10. **W-2s and/or 1099s** to match the previous year's tax transcript (all jobs). Between Jan 30 to Feb 15th, provide W-2s and 1099s for both previous year's tax transcript/return and year just ended.
- ☐ 11. **Tax transcripts or signed tax returns** (last 3 years) for **all borrowers and titleholders** (with attached schedules, *if applicable*) – (*no state tax returns required*). All loans closing after **April 15th** must have filed previous year's tax returns.
- ☐ 12. **Tri-Merge credit report** for all borrowers. If the lender is unable to furnish a tri-merge report, then the lender must provide a three-year rental history to show no ownership in a principal residence within the past three years.
- ☐ 13. **Divorce Decree**/Separation Agreement/Free Trader/Child Support – if applicable
- ☐ 14. **Form 202** - Calculation of Business Use Worksheet – required for all self employed borrowers. Business use is to be calculated for the home being purchased.

### **\$15,000 DPA - Add these Docs**

- ☐ 15. **AUS Final Findings** – **must** match final 1003 uploaded with file
- ☐ 16. **Loan Estimate** – LE required for **both** 1<sup>st</sup> and 2<sup>nd</sup> (DPA). Note fee limitations 1<sup>st</sup> Lien = 1% + \$1,300. See Guide for allowable fees on 2<sup>nd</sup> LE/DPA (no attorney fees allowed).
- ☐ 17. **Form 026** – Notice to Borrower – **MUST be signed** by all borrowers.
- ☐ 18. **Homebuyer Education Certificate** – FTHBs must complete a HBE course. HBE must be HUD-approved or NIS aligned AND meet the guidelines for the loan type (e.g., GSE, FHA, USDA, VA). Lender must verify HBE meets those requirements.