



M-24 Submittal Checklist for Closing on DPCC Properties

SCSHFDA, 300-C Outlet Pointe Blvd., Columbia, SC 29210 (803) 896-9001 www.schousing.com

Date:

Participant's Name: Email :

Contact Person : Phone #:

Homebuyers Name : IDIS Activity #:

Property Address : Anticipated Closing Date:

***CAN NOT** be sooner than 45 days from the execution of the sales contract

Step One - Submit the following:

- Existing sites - FIRM Map
- New Construction sites - Statutory Checklist

Step TWO - Submit the following:

- M-26 Activity Set-Up Form
- M-16 Inspection Request ***submit no later than 2 weeks prior to closing**
- Copy of the Appraisal
- Copy of the Executed Notice to Seller ***must be signed prior to or at the time of contract execution**
- Copy of the Executed Sales Contract ***Recommend including an Eligibility Addendum** Date of Contract:
- Lead-Based Paint Notification Requirements *** LBP notification requirements must be met prior to executing the sales contract**

- M-7B LBP Applicability Form
- M-7J Receipt of LBP Pamphlet:
- M-7G Receipt of LBP Evaluation Results:
- M-7H Receipt of LBP Clearance Report:

Step Three - Submit the following WITHIN 10 BUSINESS DAYS of executing the Sales Contract

- M-19 Calculating Annual Income Form
- 3rd Party Income and Asset Documentation
- M-21 Homebuyer File Data Form
- M-15A Request for Payment Form ***Submit 10 days prior to closing if needed at the closing.**

Step Four - Submit the following 5 BUSINESS DAYS prior to closing

- Drafts of HOME Second Mortgage and Promissory Note Documents
- Draft of the HUD-1
- Copy of the Truth in Lending or Good Faith Estimate
- Completion of Homebuyer Counseling Certificate

Step Five - Submit the following within 30 days after closing

- M-25 Homeownership Project Completion Report

Step Six - Submit the following within 60 days after closing

- Recorded/Executed Copy of HOME 2nd Mortgage & Promissory Note
- Signed Copy of the HUD-1
- Recorded/Executed Copy of 1st Mortgage & Promissory Note