



HOP Intake Checklist

All the documents listed below will be needed in order to process the request for Fulton County HOP Downpayment Assistance. ***Red asterisk means document is required for submission and approval.**

Income qualifications are based on the gross compliance income anticipated by all adults in the household in the next twelve (12) months (regardless of its likelihood to continue), per HUD Part 5 Income Definition.

- ☐ Completed Application via Neighborly Software
- ☐ Projected Closing Date (on Application) – **(HOP requires 20 business days turnaround time for processing from receipt of a complete application / no missing documents or pending tasks until closing)**
- ☐ Most Recent and Accurate Residential Mortgage (1003) Application/URLA*
- ☐ Copy of Valid Identification and Social Security Card for primary borrower*
- ☐ Copy of Spouses or co-borrower's Valid ID and Social Security Card (if applicable). *(Married borrowers must include spouses as HOP co-applicant and sign Note & Deed at closing, regardless of if included on 1st mortgage application)*
- ☐ Social Security Card for all household occupants*
- ☐ Pay Stubs (2 consecutive months – last 60 days) or Copy of most recent Award Letter for Benefits for each Adult, Child support court order with payment history*
- ☐ Last three (3) years of IRS Federal Tax Returns Transcripts (and 2 years of Tax Returns/1040s if self-employed) *
- ☐ Most recent W2s for all borrowers*
- ☐ Most Recent Consecutive Bank Statements showing Current Balance(s) on each borrower (2 months' worth) – for ALL open bank accounts / ALL pages – Transaction history not acceptable*
- ☐ Copy of **8-hour in-person** HUD approved Homebuyer Education Class Certificate and **in-person** Intake Counseling Certificate with HUD approved agency for each Borrower or anyone listed on the Deed, including spouse (Lender provide) *
- ☐ LDP/GSA/Patriot ACT Documentation*
- ☐ Fulton County Release of Information Authorization *
- ☐ Fulton County HOP Applicant Agreements and Understandings*
- ☐ Fulton County HOP Affidavit of Non-Applicant Household Member *(This form is to be completed and sworn to by any adult in the household)* *
- ☐ Fulton County HOP Displacement Agreement*
- ☐ Fulton County HOP Applicant Consent to Proceed*
- ☐ Fulton County Household Income and Occupancy Certification*
- ☐ Copy of Purchase Contract and any amendments *(borrower minimum contribution required \$500)* *
- ☐ Signed Lead-Based Paint Disclosure Addendum for all properties built prior to 1978, if applicable
- ☐ Hazard/Homeowners Insurance*
- ☐ Flood Insurance, if applicable



- ☐ Home Inspection Report*
- ☐ Re-inspection Report (*REALTOR RESPONSIBILITY required for ALL existing homes. Properties "AS-IS" not allowed for DPA.*
*All safety/hazard concerns need to be addressed/negotiated**)
- ☐ Full Appraisal Report*
- ☐ Verification of Employment*
- ☐ 1st Mortgage Lender Conditional Commitment Letter*
- ☐ Loan Estimate for 1st Mortgage *
- ☐ Preliminary Closing Disclosure*
- ☐ Certificate of Occupancy – (*for New Construction*)
- ☐ Additional supporting documents (Examples: Recorded Free-Trader with Legal Separation Agreement for separated borrowers, Divorce Decree, Letter of Explanations, Verification of Rent, Home Warranty, or any other applicable document)
- ☐ Final Closing Disclosure Statement – Issued 3 business days before closing is required. A task will with pending/missing item will be added to be uploaded to Neighborly by lender upon receipt (*not required before approval*)

DPA Underwriting requires all loan documents to be accurate and consistent with final loan amounts