

# Applicant Checklist



This list is provided for your convenience. Providing these items to your lender at application can expedite the mortgage loan process. Additional information may be required.

Step	Action	√	
1	Complete <b>Homebuyer Education</b> or counseling and provide the certificate to your loan officer prior to loan closing. <b>(Required for all Georgia Dream Mortgage applicants)</b>		
2	Gather the following <b>support documentation</b> for each applicant:	Applicant	Co-Applicant
	<b>A.</b> Bank statements covering most current monthly period for <b>ALL</b> accounts, for <b>ALL</b> applicants.		
	Prepare and sign a letter of explanation regarding any non-payroll deposits over \$300.00.		
	<b>B.</b> Consecutive pay stubs for the most recent month for each full-time and/or part-time job for <b>ALL applicants</b> .		
	<b>C.</b> Signed copies of the last 3 years federal income tax returns for all applicants, <b>OR</b> computer printouts of IRS 1040 or 1040EZ, <b>OR</b> IRS Telefile Tax Record (Call 1-800-829-1040 for tax return transcripts) <b>and</b> most current year's W2's.		
	<b>D.</b> If child support ( <i>debt or income</i> ), provide a copy of divorce decree or child support agreement or other documentation of payments.		
	<b>E.</b> Most recent proof of social security, VA, and/or disability benefits documentation, for ALL applicants, if applicable.		
	<b>F.</b> Prepare an explanation letter or provide documentation regarding recent credit resolutions for ALL applicants.		
	<b>G.</b> Contact name and address of landlords for the last 3 years for ALL applicants, if applicable.		
	<b>H.</b> Contact names, addresses, phone numbers, and fax numbers for all current full-time and/or part-time employers, for <b>ALL</b> applicants.		
	<b>I.</b> Verification of Social Security Number ( <i>cannot use an Individual Tax Identification Number</i> ) and driver's license, for <b>ALL</b> applicants.		
	<b>J.</b> If not a US citizen, provide documentation of eligibility to work.		
	<b>K.</b> Provide information regarding all assets and current liabilities: credit card payments, loan payments, retirement accounts, etc.		
	<b>L.</b> Obtain documentation required for Down Payment Assistance: Georgia Dream Second Mortgage Program (if eligible); and/or other financing programs:		
	<b>PEN</b> – evidence of employment in PEN profession		
	<b>CHOICE</b> – evidence of disability for applicant or dependent		
	<b>Gift letter from family</b>		
	<b>Other</b> - local government programs, IDA, Single Family Development, etc		
3	Complete a <b>loan application</b> with a Georgia Dream Participating Lender and execute all applicable disclosures, including the DCA form SF-12 Applicant Affidavit that is required at application. <i>Applicants are typically required to pay credit report and appraisal fees at time of application</i>		
	<b>A. Application may include</b> execution of authorization forms for Verification of Deposit, Verification of Employment, Verification of Rents.		
4	All <b>non-applicants</b> ( <i>household members over 18 years old and not on title</i> ) must provide a current pay stub or documentation of other source of income and complete DCA form SF15.		
5	<b>Select a property</b> based on pre-qualification documentation. Execute a valid sales contract and all addenda with selected Realtor/Broker, Builder or Seller and provide it to the loan officer.		
6	Have a <b>home inspection</b> conducted within the time frame allowed per real estate sales contract. <i>Home Inspection is recommended but not required.</i>		
7	Obtain <b>loan approval</b> from lender ( <i>and any other financing entities, if applicable</i> ) and provide any other required documentation.		
8	<b>Close loan</b> with lender and <b>move into</b> your new home!		

For more information on the Georgia Dream Homeownership Program visit our website at <http://www.gadream.com/> or call 1-800-359-HOME

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