

PRE-CLOSING CHECKLIST

Note: You must receive pre-approval from IHDA before you can close.

Local Affiliate:_____ Contact Name:_____

Phone:_____ Email:_____

Date Submitted for Pre-approval:_____ Proposed Close Date:_____

Borrower:_____ Co-Borrower:_____

Marital Status: (Select One) AMI Group: (Select One) Monthly Debt Ratio: ____%/____%

Is the household Limited English Proficiency? Household Preferred language:_____

Property Address:_____ PIN#: _____ PIN#: _____

City:_____, Illinois Zip Code:_____ County:_____

Loan Number:_____ Requested Trust Fund Amount:\$_____

Attached are the following documents:

- ☐ Down Payment Assistance Application
- ☐ Income Calculator
- ☐ Monthly Housing Debt Worksheet
- ☐ Purchase Contract (includes purchase price)
- ☐ Residential Real Estate Appraisal
- ☐ Pre-Purchase Counseling Acknowledgement
(attach copy of Homebuyer Counseling Certificate)
- ☐ Homeowner's Insurance (IHDA as additional insured)
- ☐ Title Commitment
- ☐ 1st Mortgage Commitment Letter

Clear to Close Documents (submit 10 days before closing)

- ☐ Warranty Deed
- ☐ IHDA Promissory Note
- ☐ IHDA Mortgage
- ☐ Preliminary Closing Disclosure

Down Payment/Earnest Money:\$_____

Purchase Price: \$_____
(amount may not exceed appraised value)

Appraised Value: \$_____

Please complete the following (if applicable):

1st Mortgage Amount:\$ _____

Funder: _____

Interest Rate: ____% Loan Term: _____ months

2nd Mortgage Amount: \$ _____

Funder: _____

3rd Mortgage Amount: \$ _____

Funder: _____

4th Mortgage Amount: \$ _____

Funder: _____

Other Sources of Funds:**

Amount: \$ _____

Funder: _____

****Submit lender commitment letters for additional sources of funds (if applicable)**

IHDA will send Chicagoland Habitat for Humanity pre-approval and clear to close notifications.

Comments:

Grantee Certification

I certify that the homeowner was given a copy of the IHDA Privacy Notice:

Authorized Signature Title Date