



Neighborhood Housing Services San Antonio

851 Steves, San Antonio, Texas 78210 / 210.533.6673 / Fax 210.533.0923 / NHSofSA.org/Co. NMLS#337024

Thank you for offering the NHS-SA second lien down payment assistance (DPA) product to your client.

We will verify that your client is eligible for our program on Day 1. Our goal is to provide loan approval by Day 5. Your cooperation in providing the attached list of documents will help us provide the most efficient and timely approval and closing.

LOAN ELIGIBILITY REQUIREMENTS CHECKLIST

Income at or below 120% of HUD established Low-to Moderate Income guidelines		Check most recent HUD table
Owner-occupied SFR		
Property in Bexar County		
No homeownership in past 2 years		
Minimum credit score >579		
Housing to Income ratio <35.1%		
Debt to Income ratio <45%		
CLTV <105.1%		
Loan amount <\$20,001		
Homebuyer Education certificate		Prior to NHS closing

- ☐ 1008 Underwriting Transmittal including amount of 2nd lien DPA requested
- ☐ 1003 Fannie Mae application
- ☐ AU decision (if available)
- ☐ Initial Loan Estimate
- ☐ Receipted EMC and any amendments
- ☐ Copy of title commitment, tax certs and wiring instructions
- ☐ Homebuyer Education certificate if completed by borrower.
- ☐ Income documentation
 - ☐ Paystubs for the most recent 30 days
 - ☐ Last 2 years tax statements with W2's
- ☐ Verification of Employment
- ☐ Most recent 2 months bank statements

Prior to approval provide:

- ☐ Copy of appraisal

As of 3/1/2020 NHS Fees are: \$800 administration fee payable to NHS, \$200 attorney doc prep fee, \$18 flood cert, \$59.70 credit report, prepaid interest and title company fees