

Orange County Division of Housing and Community Development Division
525 East South Street
Orlando, FL 32801

Program Manager:

The purpose of this correspondence is to request Down Payment Assistance funding from Orange County to assist with the down payment and closing costs associated with purchasing a home for the following buyer:

Applicant(s) Name: _____

Current Address _____

Subject Property Address: _____

Date Request Submitted: _____ Anticipated Closing Date: _____

Down Payment Assistance Requested: \$ _____ Other Assistance: \$ _____

Lender: _____ Name of Loan Officer: _____

Name of Processor: _____ Email: _____

Mailing Address: _____

Telephone number: _____ Fax number: _____

Title Company: _____ Contact Person (Closer): _____

Mailing address: _____

Email: _____

Telephone number: _____ Fax number: _____

Additional representative should be contacted if the buyer cannot be reached (Realtor, builder, lender, etc.):

Name: _____ Company Name: _____

Address: _____ Phone: _____

Fax#: _____ Email Address: _____

To facilitate your review of this request, we are enclosing the following documents in this Stacking Order:

- Cover letter from Participating Lender requesting assistance (**this document**)
- Authorization for release of information form
- Mortgage Application (initial and final)
- Home Buyers Educational Seminar Certificate
- FHA Loan Underwriting & Transmittal Summary
- Credit Report(s) - can not be over 60 days old
- Loan Commitment & Underwriter's Conditional Approval
- Good Faith Estimate
- Sales Contract
- Full Appraisal
- Complete Home Inspection report (for all existing properties)
- Certification of Home Inspector from one of the approved state or local agencies
- Application for Housing Assistance Form (2 pages)
- Birth Certificates for all children (under the age of 18) residing in the household
- Copy of Identification for all adult household members (SS Card, Residency Status and DL)
- Verification of Earnings plus last 6 paystubs
- Verification of all other income sources
- Asset Addendum to Application
- Six (6) months of Bank Statements for all Checking Accounts
- Last month's Bank Statement for all Savings Account (including CD's and Money Market accounts)
- Other assets (i.e. Most recent statement for Retirement Accounts, Stock, Bonds, etc)