



## DOWN PAYMENT ASSISTANCE FORGIVABLE LOAN PROGRAM

### CLOSING CHECKLIST

Borrower's Name(s): \_\_\_\_\_

Lender's Name and Phone Number: \_\_\_\_\_

**Submit one copy of the following items to the Wisconsin Partnership for Housing Development, Inc. Please do not submit incomplete documents as that will delay the reimbursement process.**

- \_\_\_\_\_ Certificate of Borrower Eligibility  
*(Signed by Borrower(s) and Lender)*
- \_\_\_\_\_ Closing Disclosure  
*(HOME Consortium mortgage should be listed as HOME Consortium DPA. No housing counseling or inspection fees should be listed on the Closing Disclosure in association with this loan.)*
- \_\_\_\_\_ HOME Consortium DPA Mortgage  
*(Recorded Mortgage or certified copy only)*
- \_\_\_\_\_ Assignment of Mortgage  
*(Recorded Assignment or certified copy only)*
- \_\_\_\_\_ Grant Agreement  
*(Signed by Borrower(s) and Lender)*
- \_\_\_\_\_ Home Buyer Counseling Certification  
*(Provided to Lender upon completion of Home Buyer Counseling)*
- \_\_\_\_\_ \$200 Processing Fee payable to Wisconsin Partnership for Housing Development, Inc.  
*(If fee does not accompany closing documents, it will be deducted from Lender reimbursement)*

**MAIL TO: WISCONSIN PARTNERSHIP FOR HOUSING DEVELOPMENT, INC.  
515 W. MORELAND BLVD., ROOM AC320  
WAUKESHA, WI 53188**