



Process Guide

Dear Homebuyer:

Please use this to guide you through the homebuying process. Your lender or Community Development may require you to provide additional information not listed. If you have any questions, please call Community Development at 281-420-5396.

Attach the following information with your completed Homebuyers' Assistance application:

1. Proof of address: Most recent utility bill (electric, gas, water).
2. Proof of income and homeowner status: Last three (3) years income tax returns for the applicant and co-applicant. The most recent income tax return(s) for all employed household occupants.
3. Proof of deposits: A copy of most recent bank statement(s) that show funds for downpayment.

A letter of receipt will be mailed to you. It will include the Employment Verification Form(s), the date for the upcoming Counseling Workshop and information regarding your next step(s) in the homebuying process. If your receipt letter requests an Office Consultation, please call to schedule the meeting. You will need to bring any of the above items that were not attached to your application, as well as other documents listed below concerning your mortgage loan and chosen property.

After applying for a mortgage loan with a local lender, please:

1. Schedule an *Office Consultation* with Community Development.
2. Submit a copy of the *Good Faith Estimate* and completed *Uniform Residential Loan Application* from your chosen lender to Community Development.
3. Submit the completed *Employee Verification Form(s)* to Community Development.

After choosing the property that you would like to purchase:

1. Contact a Real Estate agent to make an offer and execute an Earnest Money Agreement/Contract.
2. Submit an Earnest Money deposit to the chosen Title Company within the city limits of Baytown or the Real Estate agent.
3. Submit a copy of the *Earnest Money Agreement/Contract with the Lead Base Paint Notice* (if applicable) to Community Development.
4. Contact Community Development to schedule a *Visual Inspection* of the property.
5. Contact the appropriate inspectors to conduct a Pest Inspection and Structural Inspection.
6. If the Pest Inspection indicates that the property needs treatment, an *invoice proving termite abatement* must be submitted to Community Development.
7. Submit the *Pest Inspection and Structural Inspection with their invoices* to the lender, Real Estate agent and Community Development.

Prior to closing:

1. Attend a Counseling Workshop and submit a copy of the *Counseling Workshop certificate* to Community Development.
2. Submit a copy of the *Loan Approval letter*.
3. Submit a copy of proof of *Homeowner's Insurance and Flood Insurance (if applicable)*.
4. Submit *documentation of any fees, inspections, or deposits* that you paid prior to closing.
5. Submit a copy of the *property Appraisal*.
6. Notify Community Development of *Closing date and time* and submit a copy of *Preliminary HUD1 (must be received directly from the chosen Title Company)*.