



**CITY OF CLEVELAND HEIGHTS  
HOUSING PRESERVATION OFFICE  
40 SEVERANCE CIRCLE  
CLEVELAND HEIGHTS, OHIO 44118**

**DOWN PAYMENT ASSISTANCE PROGRAM**

**LENDER'S DOCUMENT CHECKLIST & COVER SHEET**

**Attach this form and all required documents to our application in the order listed below.  
Application and documents should be mailed or delivered to the address above.**

Borrower(s) Name(s): \_\_\_\_\_  
\_\_\_\_\_  
Property Address: \_\_\_\_\_  
City & Zip Code \_\_\_\_\_ Email address: \_\_\_\_\_

Lender Contact: \_\_\_\_\_ Lender Name: \_\_\_\_\_  
\_\_\_\_\_  
Phone & Fax: \_\_\_\_\_ Email address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & Zip Code: \_\_\_\_\_

Escrow Contact: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

Seller(s) Name(s): \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City & Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Seller's Agent: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone and FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Buyer's Agent: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone and FAX: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Down Payment Assistance**

Check one:

- Single Family Home: \$10,000 Down payment Assistance Loan
- Two Family Home: \$10,000 Down payment Assistance Loan
- New Construction Single-Family Home at Bluestone Development or East Derbyshire Project: \$20,000 Down Payment Assistance Loan

**Application Documents:**

**Lender Initial:**

1. Original Cleveland Heights / HPO application, completed and signed in ink by all borrowers	
2. Typed first mortgage application (must be signed)	
3. Income verifications for two full years for all household members for all sources	
4. Last 2 years completed federal tax returns, W-2 statements, most recent 2 pay stubs / all household members (must be signed)	
5. Proof of pre-purchase & home maintenance training by HUD / City approved provider	
6. Inspection report with list of violations from Cleveland Heights Housing Inspections Department	
7. Visual paint inspection (City staff will inspect after application is received)	
8. Re-inspection report showing violations have been corrected including paint repairs	
9. Appraisal (first 2 or 3 pages through signature page only)	
10. First mortgage commitment letter, if available, or pre-approval letter	
11. Preliminary HUD-1 settlement statement showing down payment loan amount	
12. Escrow agent's signed W-9 form	

**Contact Lori Sanford of the Cleveland Heights Housing Preservation Offices to insure that you have included all the data required for a speedy loan approval: 216-291-4869.**