



COLORADO  
HOUSING ASSISTANCE  
CORPORATION

## Down Payment Assistance Process

Applications must be received from the first mortgage LENDER. Please send in the initial application at least 2 weeks before closing. Borrowers must be under contract for a property prior to submitting an application.

### Initial Application –

- CHAC Information Sheet
- All income information for the household
- 1003 loan application
- Good Faith Estimate
- Most recent Federal Tax Return
- Credit Report
- Certification of completion of a CHFA approved First Time Homebuyer Class

### After CHAC commits to providing assistance we will need the following -

- Additional documentation as needed to process (loan specific, will be requested)
- Seller signed “Sellers Certificate of Purchase” or URA
- Appraisal (first 1/3 only)
- Title work (only the following - distribution list, schedule A, legal, wiring instructions)
- Inspection Report – property must be free of all health and safety issues
- Visual Inspection of painted surfaces (for properties built prior to 1978 – must pass inspection)

Borrower must attend a meeting at CHAC once loan is committed. Borrower’s Meetings are held at our office at 670 Santa Fe Drive, Denver. Please register for Borrower’s Meeting on our website at [www.coloradohousingassistance.org](http://www.coloradohousingassistance.org) once the loan has been committed. They will need their Drivers License or Colorado picture ID.



670 Santa Fe D

[www.coloradohousingassistance.org](http://www.coloradohousingassistance.org)