

**Program Sub-Recipient**

Golden State Finance Authority (GSFA)

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Applicant Name: \_\_\_\_\_

SHADED AREA FOR PROGRAM SUB-RECIPIENT USE ONLY

**DR-HBA004-Checklist Initial Compliance**

<b>Applicant Name:</b>			
<b>Lender Name:</b>		<b>Contact Name:</b>	
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>Email:</b>			

This Compliance Package contains:

1. ☐ **1003 Loan Application**
2. ☐ **Income Limit For County:** \_\_\_\_\_ **Household Income Calculated:** \_\_\_\_\_
  - ☐ **Household Size:** \_\_\_\_\_
  - ☐ **Current Tax Return for all Adult (over 18 years of age) Household Members**
    - ☐ **DR-HBA005-Tax Return Affidavit (If no tax returns)**
  - ☐ **Current Paystubs for all Adult (over 18 years of age) Household Members (1 month or 4 weeks period)**
    - ☐ **DR-HBA006-Certificate of No Income (If no income)**
  - ☐ **Income Calculation**
3. ☐ **DR-HBA007-Environmental Review**
4. ☐ **Fraud Report**
5. ☐ **Property Eligibility**
  - ☐ **Household Size:** \_\_\_\_\_ **Bedrooms:** \_\_\_\_\_
  - ☐ **Appraisal**
    - ☐ **Value supported**
    - ☐ **Subject property must be single family residence located in California (ADU okay)**
  - ☐ **If new construction, need copy of certification of occupancy issued by local authorities prior to contract date**
  - ☐ **Purchase Agreement**
6. ☐ **Homeowner's Insurance Policy**
  - ☐ **Not in high/very high fire area**
  - ☐ **Not insured by CA Fair Plan**
  - ☐ **Copy of Standard Homeowner's Insurance Policy with Fire Coverage**
7. ☐ **Program Disclosures**
  - ☐ **DR-HBA008-Data Sharing Agreement**
  - ☐ **DR-HBA009-Recapture Notice**
  - ☐ **DR-HBA010-Assignment Agreement**
8. ☐ **Flood Certificate (Section C)**
9. ☐ **Natural Hazard Disclosure**
10. ☐ **Confirm Head of Household – Completed by GSFA**
11. ☐ **Confirm No Ownership in any other Real Estate – Completed by GSFA**

The Initial Compliance Package will not be processed, nor will a Commitment for the Initial Compliance be issued for the Applicant, until all the items above are received, complete and correct, by the Program Sub-Recipient.