



THINGS YOU NEED TO DO TO RECEIVE THE CITY OF GARY DOWN PAYMENT ASSISTANCE FUNDS:

PRIORITY	FINISH BY	TO DO	IN PROGRESS	DATE	DONE
# 1	Before application process	Attend a City of Gary eight (8) hour Educational Workshop or a HUD approved eight (8) hour Educational Workshop and provide Certificate (All persons listed on loan documents must take the class)			☐
# 2		Provide your Lender with the required documents from the Checklist			☐
# 3		Provide your Realtor with the documents you received from the City of Gary Housing Division			☐
# 4		Homebuyer should contact the City of Gary Housing Division to complete their application after all documents have been received from your Lender.			☐
# 5		The City of Gary Housing Division will schedule with your Realtor an HQS Inspection on the property (Free of charge)			☐
# 6		The City of Gary applicants understand that they are strongly advised to have an Independent Home Inspection completed (at their expense)			☐
# 7		If property passes Step 5; the City of Gary Housing Division will schedule a Visual Lead Inspection on properties built before 1978. (1 st inspection is no cost to homebuyer)			☐
#8		If property passes Step 7; Homebuyer Notice of Eligibility is provided (60 days valid) and an appointment is scheduled to sign Loan Documents for DPA assistance.			☐
# 9		Please find out what title Company you will be closing with and inform the Housing Specialist from the City of Gary Housing Division. ASAP. The Title Company I'm closing with is _____			☐
# 10		You must notify the City of Gary Housing Division at least 3 days before closing to provide us with the wire instructions, date and time of closing, and Final CD and 1008.			☐
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	*NOTE	Properties that have been renovated within the last 2 years will need the Listing Agent to provide the contractor's license and permit to the City of Gary Housing Division.			☐

NOTES:

I fully understand that I am responsible for getting the above items completed if not completed I will not be eligible to receive The City of Gary Down Payment Assistance funds.

HOME BUYER'S SIGNATURE:

DATE:

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DATE: