

**City of Little Rock**  
**Down payment Assistance Program**  
**Homebuyer Assistance Checklist**

**Borrower:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Co-Borrower:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Buyer's Realtor's Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Seller's Realtor's Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Income Limit** (maximum): \$ \_\_\_\_\_ **Household Size:** \_\_\_\_ **WARD #:** \_\_\_\_\_

**Borrower's Total Household Income:** \$ \_\_\_\_\_

**Property Address:** \_\_\_\_\_

Please send the following items to City of Little Rock for review/approval prior to setting a closing date

- Provide the closing agent/title company – Contact Information (Phone#)
- Notice to Homebuyer
- Loan Estimate Form/Closing Disclosure
- Uniform Residential Loan Application (1003)
- Commitment Letter from Mortgagee
- Verification of Employment/Income(current income/check stub) **2 consecutive months**
- Federal Tax returns with W-2's for last two years
- Real Estate Contract (executed copy)
- Birth Certificate (if applicable)
- Proof of Child support (if applicable)
- Appraisal
- Homebuyer Counseling Certificate (HUD-approved homebuyer counselor)

Lender Staff Initial \_\_\_\_\_ Date \_\_\_\_\_

**FOR AGENCY USE ONLY**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** CITY OF LITTLE ROCK must prepare lien documents and provide closing instructions which will be sent to the closing agent for each buyer prior to each loan closing.