

Riverside County Economic Development Agency
5555 Arlington Avenue
Riverside, CA 92504
951-343-5469

**FIRST TIME HOMEBUYER PROGRAM (FTHB)
REQUEST FOR FUNDING CHECKLIST**

FTHB FILE #: _____

HOMEBUYER NAME: _____

**** ALL ITEMS FOR PHASE II MUST BE SUBMITTED TO EDA AS A WHOLE PACKET ****
**** EMAILED DOCUMENTS ARE NOT ACCEPTABLE ****

- ☐ Outstanding items noted in written Funding Reservation Letter
- ☐ Voluntary Acquisition Informational Notice (FTHB-6) copy of the seller signature is acceptable / borrowers wet signature required
- ☐ Homebuyer Education Certificate. Copy of Certificate of Completion of 8 hour Home Buyer Education Class from HUD approved homebuyer Education Provider (*On-Line classes are not acceptable and certificates expire after 1 year*)
- ☐ Repair Certification. Written Proof that items listed on the EDA repair request letter have been repaired or replaced as requested (*This must be in the form of a signed letter by a licensed contractor or the original inspector, itemizing the items which were repaired*)
- ☐ Wire Instructions. Written request from the escrow officer for deposit of FTHB funds in a font size 10 or larger.

The County requires a minimum of ten (10) working days, excluding holidays, to process a claim and wire funds to escrow. This time period begins when the Confirmation letter is issued.

**** To process the funding request, the wire instructions must include all of the following or the wire request will be rejected:**

1. On Escrow Company letterhead
2. Signed by a person authorized to approve banking transactions
3. Bank name
4. Bank address
5. ABA/routing number
6. Account number
7. Dollar amount of wire
8. Escrow number
9. Title number
10. Client name and vesting (or copy of vesting amendment)
11. No handwritten information

- ☐ Termite Report and Clearance
- ☐ Appraisal. Copy of Appraisal establishing property Value
- ☐ Copy of Certificate of Occupancy for new construction properties (if applicable)
- ☐ HCD form 433 (a) for Manufactured homes (new manufactured homes on permanent foundation)
- ☐ Lead-Based Paint Inspection report for homes built prior to 1978 with Wet Signature(s)
- ☐ **Shipping account information or preprinted label(s) for delivery of EDA loan docs to escrow.**

NOTE: These documents will be drawn by EDA and delivered to escrow for the borrower to sign.

Disclosure Statement

Itemization of Amount Financed

Promissory Note

Subordinate Deed of Trust

Escrow Officer Checklist (to be initialed and signed by Escrow Officer)