

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

**FIRST TIME HOME BUYER PROGRAM (FTHB)
SUBMISSION PHASE CHECKLIST**

All applications must be typed or printed neatly on the current forms on the EDA homeownership website at www.rchomelink.com. All forms should be filled out completely. Make sure applications are signed where required. **Incomplete applications will not be accepted.** All items must be included in initial submittal - faxes will not be accepted for the Reservation Phase. Applications that are missing any required items or contain white-out will not be processed and will be returned to the Lender.

The FTHB Program uses a 3 phase process: reservation, request for funding, and closing.

FTHB Reservation: The following items are required in order to reserve funds for a specific borrower. FTHB Reservations are accepted on a first come, first served basis. EDA will accept a maximum of two applications per lender branch, per day. The FTHB Administrator will review the following items according to the FTHB Manual guidelines and respond to any reservation request within ten (10) County working days.

- Cover Letter indicating mortgage company name and address, contact person, phone and fax numbers, email address, name of applicant, location (address) of home and any other information regarding the loan terms and/or homebuyers.
- First Time Home Buyer Assistance Reservation (FTHB-1) with wet signature(s)
- Certification of Applicant (FTHB-2) with wet signature(s)
- Homeownership Notice to Sellers and Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards (FTHB-3) with borrower's wet initials (copy of seller's signature is acceptable)
- FTHB Program Financing Worksheet (FTHB-4) with wet signature(s)
- Income Affidavit (FTHB-5) – (if applicable) with wet signature(s)

In addition to these forms, please submit these non-county forms:

- Two (2) months proof of income with the most current paystubs (or alternative income documentation).
- Copy of 1008 or FLUTS (FHA Loan Underwriting Transmittal Summary) signed and dated by the underwriter
- Copy of Signed Sales Agreement, including all counter offers and Transfer Disclosure Statements (*do not submit the FTHB file for a short sale until seller's lender has fully accepted the offer*)
- Copy of Escrow Instructions Including a copy of the Vesting Amendment signed by the borrowers
- Copy of Complete Preliminary Report less than 90 days old including Plat Map
- Copy of Completed Loan Application signed by lender and borrower
- Copy of Home Inspection for existing homes (*Home Inspector must be a member of either the California Real Estate Inspectors Association, the American Society of Home Inspectors or the International Conference of Building Officials*)
- Copy of the Loan Estimate (including Truth in Lending itemization) Signed by Borrower(s)
- Copy of the Standard Flood Hazard Determination (FEMA Form 81-93) or copy of FEMA website determination.
- Proof of citizenship for each household member. Acceptable documentation includes birth certificates, valid and unexpired US Passports and Permanent Resident Alien cards (legible copy of the front and back)
- Last three (3) years of federal tax returns (all pages and schedules)

PLEASE NOTE: For each year of tax returns submitted the statement “This is a true and exact copy of the tax returns submitted to the IRS” must be added to the bottom of page 1 or page 2 for each tax return year with the applicant's wet signature next to the statement.