

Program Sub-Recipient
 Golden State Finance Authority (GSFA)
 1215 K Street, Suite 1650
 Sacramento, CA 95814
 Phone: (855) 740-8422 Fax: (916) 444-3551
 Email: info@gsfahome.org

Applicant Name: _____

SHADED AREA FOR PROGRAM SUB-RECIPIENT USE ONLY

DR-HBA004-Checklist Initial Compliance

Applicant Name:			
Lender Name:		Contact Name:	
Phone Number:		Fax Number:	
Email:			

This Compliance Package contains:

1. **1003 Loan Application**
2. **Verification of MID County:** _____
 - 2018
 - 2020
 - Proof of Residency (Tax Return for Impacted Year(s), Mortgage Statement, Utility Bill, Lease Agreement)
3. **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
4. **DR-HBA007-Environmental Review**
5. **Fraud Report**
6. **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
7. **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
8. **Program Disclosures**
 - DR-HBA008-Data Sharing Agreement
 - DR-HBA009-Recapture Notice
 - DR-HBA010-Assignment Agreement
9. **Flood Certificate (Section C)**
10. **Natural Hazard Disclosure**
11. **Confirm Head of Household – Completed by GSFA**
12. **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.