

<u>Action</u>	<u>Who</u>	<u>Duration</u>	<u>Comments</u>
Contact Leon County for - Telephone screening for eligibility	Buyer		Call 606-1900
Contact Lender to get Pre-approved	Buyer		
Pre- approval - Lender to submit loan to processing & underwriting for <u>credit pre-approval</u>	Lender/Orig & Processor		Lender will provide in writing all terms and conditions of loan
Contact Realtor /or appropriate party to make an offer and execute a sales contract	Buyer		
Contract accepted	Buyer /Realtor		
Give Lender fully executed contract To review terms and deadlines of the contract	Buyer		
Lock In Loan with Lender	Buyer		
<ul style="list-style-type: none"> <li>Review Terms and deadlines of contract (keep in mind processing time for DPA)</li> <li>Re-review To make sure household income &amp; property meet the guidelines for DPA</li> <li>Submit reservation for DPA - 1003, GFE, Underwriting approval findings, fully executed Sales Contract.</li> </ul>	Lender/Orig	2 days	
<ul style="list-style-type: none"> <li>Order appraisal</li> <li>Order title work</li> </ul>	Lender/ Pre-Processor		
Lender to request reservation of assistance with County	Lender		
Go to Leon Co. for processing of Income Verification  A fee of \$125 will be collected from you to pay for the Home Buyer Education Class. The \$125 will be credited to your 1% sales price contribution. This fee to be listed on GFE, HUD 1, and Buyer will execute disclosure form.	Buyer	30-40 minutes	Buyer will have the option of having the Home Buyer Education Class cost deducted from the DPA assistance award.
Leon County to process verification documents & reserve funds Leon Co. to notify lender when funds have been reserved	Leon County	3 days	Reservation will expire in 90 days
Leon County to issue the Award <b>Letter</b> so buyer can gain entry to the home buyers class	Buyer		Award Letter also sent to Lender
Take Home Buyer Education 6-8 hour class. After taking the class, provide the lender and Leon County with a copy of certificate	Buyer		
Shop & Purchase Home Owner's Insurance	Buyer		
Order Survey, Termite and any Inspections required	Buyer /Realtor		
Appraisal Received Underwriter to review and issue a complete Loan Approval. All conditions are met except closing conditions at this time	Lender /Underwriter		
Request for DPA Funding from Leon County <ul style="list-style-type: none"> <li>Review Closing date and Lock In again to make sure enough time built in for Funding request.</li> <li>Assistance Request Form to be completed. Attach Final 1003, Appraisal, Loan Commit, Home Buyers Ed Certification, Hazard Insurance, IRS 4506 or 8821 with signatures.</li> <li>Use Loan File Submission Cover Sheet</li> </ul>	Lender /Processor		
Processing of DPA Funding Request	Leon County	10-15 days	
Closing Instructions submitted to Closing Agent	Lender/Closer		
Prelim HUD 1 & Title Binder submitted to Leon County & Lender for review	Closing Agent		
Closing Instructions and DPA check sent to Closing	Leon County		
Closing	Buyer / Realtor / Lender-Orig		Closing agent to send closed loan file copy Leon County
Post Closing	Lender/Post Closer		