

Lender Cover Letter for City/County Assistance

To: Melissa Looney melissal@selfhelpenterprises.org Phone: (559) 802-1643

Maria Gonzalez mariag@selfhelpenterprises.org Phone: (559) 802-1649

From: _____ Company Name: _____

Fax: _____ Phone#: _____ E-mail: _____

Borrowers name: _____

City/County: _____ Amount Requested: _____

Date: _____ Total Household Size: _____

All items below are required for pre-qualification. Incomplete packages will be returned to the primary lender:

Check items included:

- Lenders Application (1003) (important-verify total # of household members)
- Good Faith Estimate
- Truth-In Lending
- Credit Report (3 sources-Experian, Trans Union, Equifax)
 - A credit report for each ADULT household member is REQUIRED - this includes adults who are NOT going on title.
 - If no credit/FICO scores 3 alternative credit letters are required
 - All derogatory credit items require an explanation letter addressing each item
- Current Pay stubs (1 month) - REQUIRED FOR ALL ADULT HOUSEHOLD MEMBERS
- 2008/9 Tax Returns and W-2's - REQUIRED FOR ALL ADULT HOUSEHOLD MEMBERS
- Proof of current months income for all OTHER sources (ex. Child Support, Alimony, Social Security, etc)
- If buyer does not currently pay rent a signed letter stating housing circumstances is required
- Signed borrower authorization (Please provide in order to expedite processing of our VOE)

NOTE: All buyers participating in the Homebuyer Assistance Programs are required to complete homebuyer counseling and education. Space is limited, call to enroll your family today: (559) 802-1672 Juanita Franco

After review of the pre-qualification package you will be notified regarding your clients eligibility. For those clients that qualify, you will receive an approval letter identifying your client's eligibility, amount they qualify for and the remaining items that will be needed to fund and close the loan. For those clients that do not qualify, you will receive a letter indicating the reason for denial with directions for appeal. Any further details please refer to Guidelines.