

Exhibit 13-7-D NSP

QUALIFIED HOMEBUYER CLOSING CHECKLIST FOR NSP PROJECTS

Documents Prior to Closing

Property Location: _____

1. _____ Potential Homebuyer Name
2. _____ Estimated NSP Loan Amount
3. _____ Verification of Income
4. _____ Loan Analysis documents (underwriting summary)
5. _____ Home buyer Education Certificate
6. _____ Buy Sell Agreement
7. _____ HQS Inspection
8. _____ Voluntary Agreement signed by Homebuyer
9. _____ Draft Settlement Statement (HUD-1)

Immediately following closing

(all documents must be final and executed)

10. _____ Final Settlement Statement (HUD-1)
11. _____ Promissory Note
12. _____ 1st & last page of Deed of Trust –with recording info listed
13. _____ NSP Rider to the Deed of Trust
14. _____ Final Income Verification
15. _____ Lead Based Paint Disclosure
16. _____ Acknowledgment from Homebuyer of “Protect your Family from Lead” & “Renovate Right” pamphlets

_____ Family Structure M / F *

_____ Family size

_____ Race **

_____ Handicapped

_____ % of Median

_____ Assistance Type***

_____ # Bedrooms

_____ Elderly

_____ Ethnicity**** (Hispanic or Latino or not)

* Family Structure M / F

Select the family type that is head of the household

Ex: If both male and female live in the household circle both M and F

If this is a male only head of household circle only M
If this a female only head of household circle only F

**** Race**

Please identify the racial category with the following codes:

1. White 2. Black or African American 3. Asian 4. American Indian or Alaskan Native 5. Native Hawaiian or Other Pacific Islander 6. American Indian or Alaskan Native and White 7. Asian and White 8. Black or African American and White 9. American Indian or Alaskan Native and Black or African American 10. Other Multi-racial (balance of individuals reporting more than one race)

*****Assistance Type**

Please identify the assistance type. For example if the direct assistance is loan with recapture, resale or subsidy with a forgiveness period.

******Ethnicity**

Please state whether the homebuyer is Hispanic or Latino OR Not Hispanic or Latino