

## Exhibit 15-7-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. \_\_\_\_\_ 1<sup>st</sup> & 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