



DOWN PAYMENT ASSISTANCE FORGIVABLE LOAN PROGRAM

CLOSING CHECKLIST

Borrower's Name(s): _____

Lender's Name and Phone Number: _____

Submit one copy of the following items to the Waukesha County. Please do not submit incomplete documents as that will delay the reimbursement process.

- _____ Certificate of Borrower Eligibility
(Signed by Borrower(s) and Lender)
- _____ Closing Disclosure
(HOME Consortium mortgage should be listed as HOME Consortium DPA. No housing counseling or inspection fees should be listed on the Closing Disclosure in association with this loan.)
- _____ HOME Consortium DPA Mortgage
(Recorded Mortgage or certified copy only)
- _____ Assignment of Mortgage
(Recorded Assignment only)
- _____ Grant Agreement
(Signed by Borrower(s) and Lender)
- _____ Home Buyer Counseling Certification
(Provided to Lender upon completion of Home Buyer Counseling)
- _____ \$200 Processing Fee payable to Waukesha County
(If fee does not accompany closing documents, it will be deducted from Lender reimbursement)

**MAIL TO: WAUKESHA COUNTY - COMMUNITY DEVELOPMENT
515 W. MORELAND BLVD., ROOM AC320
WAUKESHA, WI 53188**