

## CHECKLIST FOR AGENTS AND APPLICANTS

<b>ITEMS REQUIRED BY AGENT</b>
<input type="checkbox"/> Contact Business Assistance/Housing Development Department at 530-538-2495 when escrow has been opened. Give the Business Assistance/Housing Development Department a readable copy of the purchase agreement and a copy of the deposit of escrow.
<input type="checkbox"/> Set up Lead-Based Paint Visual Assessment if house was built prior to 1978. (Business Assistance/Housing Development Department 530-538-2495) *After we have received verification from Title Co. that escrow has been opened.
<input type="checkbox"/> Set up Building Code Compliance Inspection (Business Assistance/Housing Development Department 530-538-2495) *After we have received verification from Title Co. that escrow has been opened.
<input type="checkbox"/> Notice To Seller form signed by Property Owner *Obtain form from Business Assistance/Housing Development Department
<input type="checkbox"/> Tenant Declaration form signed by Property Owner *Obtain form from Business Assistance/Housing Development Department
<input type="checkbox"/> Submit the original Termite Report for sections 1 & 2 items for all structures on the Property to the Business Assistance/Housing Development Dept. Also submit the clearance report for both section 1 & 2 items.
<input type="checkbox"/> Must obtain clearances on all inspections before escrow will be allowed to close. (May need to do repairs and call for a re-inspection of property in order to obtain clearance)
<b>ITEMS REQUIRED BY APPLICANT</b>
<input type="checkbox"/> City's Application completely filled out/signed (the earlier the application is turned in the better.)
<input type="checkbox"/> 6-8 Most Current Consecutive Pay-Stubs/Income Statements
<input type="checkbox"/> If other income is received then the most recent statement is required unless otherwise requested. (Example: social security, alimony, spousal support, disability, etc.)
<input type="checkbox"/> 6 Months of Most Current and Consecutive Bank Statements (Checking and Savings if applicable)
<input type="checkbox"/> 3 Years of Most Recent Federal Taxes signed (if applicable) *If taxes were not filed, applicant will fill out and sign "Income Tax Affidavit" form.
<input type="checkbox"/> 3 Years of Most Recent W-2's (if applicable)
<input type="checkbox"/> Copy of FTHB Workshop and Budgeting Certificates
<b>*NOTE: Additional Information May Be Required</b>