



Process Guide

Dear Homebuyer:

Please use this to guide you through the homebuying process. Your lender or Community Development may require you to provide additional information not listed. If you have any questions, please email CDBG@baytown.org.

Attach the following information with your completed Homebuyer Assistance application:

1. Proof of income and homeowner status:
 - Two (2) most recent income tax returns for the applicant and co- applicant, and the most recent income tax return(s) for all employed household occupants, if applicable; and
 - Proof of any other source of income or assistance received for all household members, i.e., current Social Security award letter, SNAP, child support, alimony, etc., and, if applicable, a completed Employment Verification form for all working household members.
2. Proof of deposits:
 - Copy of two (2) most recent bank statement(s) that show funds for downpayment.

A letter of receipt will be mailed to you. It will include information regarding counseling workshops offered in Houston and your next step(s) in the homebuying process. If your receipt letter requests an office consultation, please call to schedule the meeting. You will need to bring any documents listed below, if available, concerning your mortgage loan and chosen property.

After applying for a mortgage loan with a lender, please:

1. Schedule a phone consultation with Community Development.
2. Submit a copy of the *Good Faith Estimate* and completed *Uniform Residential Loan Application* from your chosen lender to Community Development.

After choosing the property that you would like to purchase:

1. Contact a real estate agent to make an offer and execute an Earnest Money Agreement/Contract.
2. Submit an earnest money deposit to the chosen title company within the city limits of Baytown or the real estate agent.
3. Submit a copy of the *Earnest Money Agreement/Contract with the Lead Base Paint Notice* (if applicable) to Community Development.
4. Contact Community Development to schedule a *visual inspection* of the property.
5. Contact the appropriate inspectors to conduct a pest inspection and structural inspection.
6. If the pest inspection indicates that termite treatment is necessary, an *invoice proving termite abatement* must be submitted to Community Development.
7. Submit a copy of the pest inspection and structural inspection with their invoices to the lender, real estate agent and Community Development.

Prior to closing:

1. Attend a HUD approved counseling workshop and submit a copy of the counseling workshop certificate to Community Development.
2. Submit a copy of the *Loan Approval letter*.
3. Submit a copy of proof of *homeowner's insurance and flood insurance (if applicable)*.
4. Submit *documentation of any fees, inspections, or deposits* that you paid prior to closing.
5. Submit a copy of the *property appraisal*.
6. Notify Community Development of *closing date and time and submit a copy of Preliminary HUD1 (must be received directly from the chosen Title Company)*.