



Clackamas County
Community Development Division (CDD)
NSP Homebuyer Assistance Program



Funded through the Department of Housing & Urban Development (HUD)

List of Documents For Lenders

These forms must be submitted with application packet

#	COUNTY FORMS	DESCRIPTION	WHO INITIATES
01 PDF *	NSP1 Homebuyer Loan Application	Provides preliminary information to determine whether Applicant is an Eligible Buyer, Applicant is a Suitable Borrower, Property is an Eligible Property, Release of Information <ul style="list-style-type: none"> ▪ Certification of Household Income 	Lender and Buyer initiate. No FAXes. Only complete original applications with all required documentation will be reviewed.
02 PDF *	Addendum to Sales Agreement: URA contingency	Establishes a voluntary sale under the URA and clarifies that there is no re-location payment.	Buyer and Seller initiate. Attach to Purchase Agreement. Lender sends copy with application.
03a Or 03b PDF *	Addendum to Sales Agreement: <ul style="list-style-type: none"> • ER contingency • HQS contingency LBP contingency (for houses built pre-1978)	Sale contingent upon the home passing Environmental Review, Housing Quality Standards (HQS) inspection and visual assessment performed by Clackamas County Community Development Division (CDD). Gives Buyer the option of obtaining a lead-hazard evaluation. Use Form 03a if built after to 1978; and 03b if built before 1978	Buyer and Seller initiate. Attach to Purchase Agreement. Lender sends copy with application.
04	Environmental Review	Required by federal Department of Housing and Urban Development (HUD).	CDD prepares.
05 PDF *	Property Inspection Request	Notifies CDD to conduct physical inspection of the subject property. CDD conducts the following inspections: Property Standards Inspection, HQS Inspection, Visual Assessment	Lender and Buyer initiate. Lender send original with application.
06	Correction Agreement	Gives CDD Limited Power of Attorney to correct typos or clerical errors in documents within 120-day period.	Buyer signs at closing.
07 PDF	Disclosure of Fair Market Value	Follow-up to Addendum #1. States Fair Market Value from appraisal report. Buyer must be notified of the Fair Market Value after the appraisal is complete and must sign form after the appraisal is complete.	Buyer sends original to seller. Seller signs and returns original to CDD after appraisal complete. Send ASAP after appraisal complete.
08 PDF *	Financial Records Disclosure	Required by the Right To Financial Privacy Act of 1978	Buyer signs. Lender includes original in application.
9	NSP1 HOMEBUYER Loan Commitment	Commitment of NSP HOMEBUYER funds.	CDD prepares. Sends to borrower for signature. Copy to Lender.

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10	Second Deed of Trust	Secures Promissory Note.	CDD prepares. Buyer signs at closing.
11	Promissory Note	Sets forth the terms of the loan.	CDD prepares. Buyer signs at closing.
12	Declaration of Covenants and Restrictions	Establishes principal residence and recapture of funds. <i>No longer in use, not required by NSP.</i>	CDD prepares. Buyer signs at closing.
13 <i>PDF</i> *	Equal Credit Opportunity Act Notice	Informs Buyer that it is illegal for creditors to discriminate.	Buyer signs. Lender sends ORIGINAL with application.
14	Title Insurance Company Instructions	Cover letter sent by CDD that itemizes documents needed and explains how funds will be sent.	CDD prepares and sends to title company with closing documents and funds.
15 <i>PDF</i>	Acknowledgement of receipt of EPA Pamphlet	Acknowledgement of receipt of EPA Pamphlet entitled "Protect Your Family From Lead in Your Home".	Buyer signs at initial consultation with Clackamas County.
16 <i>PDF</i>	Closing Notification	Provides final information about closing to CDD and clarifies final figures and closing date.	Lender faxes copy to CDD with final figures and closing date.
19 <i>PDF</i> *	LBP Disclosure Form	Seller discloses any known LBP. An alternate form that covers the same information may be used. <i>For pre-1978 houses only.</i>	Buyer and seller must sign when sales agreement is signed. Lender sends original with application.
20 <i>PDF</i>	Seller Certification -- LBP	Seller certifies that Lead-Safe Work practices were employed. <i>For pre-1978 houses and only if lead work was done by Seller.</i>	Seller completes & signs after lead work done by Seller is complete. Need original returned to our office as soon as work is complete.
21	Visual Assessment	Visual Assessment/evaluation of lead based paint conditions. <i>Used only for houses built before 1978.</i>	CDD Rehab Advisor prepares.
26 <i>PDF</i> *	Lender Certification Form	Lender Certification	Lender completes and signs. Lender sends original with application.

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LENDER	DESCRIPTION	WHO PREPARES
Lender's Financial Record Disclosure Form *	Privacy statement	Lender. Lender send copy with application
Lender's Application Form *	Application for primary loan	Lender (and Buyer) Lender send copy with application
Lender's Pre-Approval Letter *	Pre-approval letter to borrower from lender.	Lender Lender send copy with application
Lender's Good Faith Estimate *	Estimate of closing costs	Lender. Lender send copy with application
Lender's Truth in Lending Disclosure Statement *	Discloses APR, finance charge, amount finance, etc.	Lender. Lender send copy with application
Lender Commitment Letter	Letter to CDD	Lender. Lender send as soon as possible.

TITLE COMPANY (TC)	DESCRIPTION	WHO PREPARES
Preliminary Settlement Statement HUD-1	Provides estimate of all costs involved in the transaction.	Title Company. TC sends prior to signing.
Final Settlement Statement HUD-1	Provides a complete breakdown of all costs involved in the transaction.	Title Company. TC sends prior to funding.

OTHER DOCUMENTS	DESCRIPTION	WHO PREPARES
Certificate of Completion of Homebuyer Education/Training Class *	Certifies that Buyer has completed an approved homebuyer training course.	Entity that sponsors training must provide certificate of completion. Lender send copy with application.
Purchase & Sale Agreement and Earnest Money Agreement and NSP HOMEBUYER addenda *	NSP HOMEBUYER Addenda (Forms 02 and 03 listed above) must be attached as contingencies. <ul style="list-style-type: none"> ▪ Use Form 02 for all properties ▪ Use Form 03a if built after to 1978 ▪ Use Form 03b if built before 1978 	Realtor, Buyer & Seller. Send copy with application packet. Must send NSP HOMEBUYER addenda in order for us to conduct an inspection.
Appraisal report	Full residential appraisal to determine fair market value. <ul style="list-style-type: none"> ▪ URA type of appraisal ▪ Completed within 60 days prior to Final Offer <i>Note: Final Offer date on NSP Form 7</i>	Oregon Licensed Appraiser. Lender send copy as soon as complete.
Pest & Dry Rot Report – Required regardless of age of property.	Report provides results of inspection. Buyer orders and pays for this report.	Private inspector Lender send copy as soon as complete.