



## Down Payment Assistance Program Check List

### Title Company

#### Prior to COE

- Preliminary Title Report
- Signed (by Escrow Officer) Wiring Instructions
- Verification of buyers 3% downpayment funds deposited into Escrow
- Estimated Settlement Statement (prior to funding)

#### After COE

- Final Combined Settlement Statement HUD-1 (after COE)
- Copies of all executed loan documents
- County Recorders recording information
- CLTA Lenders Title Policy

### Lender – We must receive these items a minimum of 10 days prior to COE

- Sales/Purchase Contract
- Residential Loan Application (Form 1003)
- Uniform Underwriting Transmittal Summary (Form 1008)
- Appraisal
- Evidence of 3% down payment
- Termite clearance
- Roof Clearance

### Please send these items to:

Email: Susan Calkins, @ [secalkins@ci.livermore.ca.us](mailto:secalkins@ci.livermore.ca.us)  
Fax: (925) 960-4149  
Mail: City of Livermore  
Housing & Human Services Division  
1052 S. Livermore Avenue  
Livermore, CA 94550

If you have any questions, please feel free to contact us at (925) 960-4580.