



TEXAS VETERANS HOUSING ASSISTANCE PROGRAM
(must be placed in the loan file submission)

Borrower Name: _____ Broker Name _____

Property Address _____ Term _____

Type of Loan: _____ VA _____ FHA _____ Conventional

Loan Amount \$ _____ (cannot exceed \$325,000 or lower for areas where FHA limits are less than \$325,000; (for VA loans, the \$325,000 max includes the financed funding fee).

Veteran has 30% service-connected disability _____ Yes _____ No

q 1. Provide copy of 1008, Loan Analysis or 92900 LT

- q Sales price, appraised value, loan amount, P&I, and interest rate are correct
- q If Conventional loan must have 95% LTV or less

q 2. Notice of Eligibility for the Texas Veterans Housing Assistance Program

- q Must be issued by the Texas Veterans Land Board and specifically identify the borrower and property address

q 3. Uniform Residential Loan Application – Form 1003 (Initial and Final)

- q All pages are in loan file
- q Loan amount and interest rate are correct

q 4. FHA loan – Direct Endorsement Approval – Form 92900A

- q Completed in its entirety
- q Is the Lender ID and Sponsor ID correct

q 5. Copy of Credit Report

- q All pages are in file

q 6. Copy of Certificate of eligibility in file-VA loans only

- q Original COE reflecting sufficient entitlement or ACE (automated certificate of eligibility)

q 7. DD214

- q Does it show Texas as the home of record at the time of entry into active duty?

q 8. Case # Assignment/Appraiser assignment (FHA loans only)

- q **Is the Sponsor Classic Home Financial Inc. (2412500005)**

q 9. Evidence of clear CAIVRS (FHA & VA), LDP and GSA-FHA only

- q Have all parties to the transaction been checked on the LDP and GSA sites

q 10. Misc. credit documents

- q Explanation letter(s)
- q Bankruptcy papers
- q Divorce decree
- q Verification of Rent/Mortgage

q 11. Verification of Income/Employment

- q VOE
- q Paystubs
- q W-2's
- q 2 years personal tax returns
- q Misc_____

q 12. Verification of Assets

- q VOD
- q Bank Statements-all pages
- q Gift documentation
- q Retirement statements-with withdrawal conditions and terms of withdrawal

q 13. Earnest Money Contract

- q All pages, including addms, in file Sales Contract Date: _____
- q Signed by Seller(s) and Buyer(s)
- q Dates are present when contract was entered

q 14. Appraisal

- q Appraisal on form 1004 Appraisal Date: _____
- q All pages are present
- q Property address and legal description are correct
- q If manufactured home, must be on form 1004c
- q If FHA-Provide conditional commitment-all six pages

q 15. Certified copy of VA Award Letter from U.S. Department of Veterans Affairs

- q Document is on the correct form
- q Veteran has compensable disability rated at 50% or higher must verify discount used in rate
- q Document dated within 1 year from date of Note
- q Double check that a VA FF is not charged if disabled
- q If using letter of indebtedness as documentation verify dollar amount on VA chart
- q If disability is under 50% then discount was not used but must have documentation in file to show exempt

q 16. If New Construction – loans must meet the EPA Energy Star rating

- q Original TVLB Energy Star Affidavit
- q Signed by all parties
- q Official EPA Energy Star Certificate evidencing that the home meets Energy Star guidelines
- q If not Energy Star provide Certificate of Occupancy showing the home was built prior to entering sales contract

q 17. Three (3) year occupancy Disclosure

- q Executed by all borrower(s)

Reviewed by _____ Date _____



***INSTRUCTIONS FOR OBTAINING PERMISSION FOR THE
BORROWER TO PARTICIPATE IN THE TEXAS VETERANS
LAND BOARD PROGRAM***

- q Complete and submit the Request for Certification and Declaration of Eligibility to the VLB.

- q Submit proof of military service to the VLB. The following will be accepted as proof:
 - * DD214 (member 4 copy) or discharge papers
 - * Statement/Verification of service (required for active duty personnel; the statement must include home of record or state of legal residence for the past 12 months),
 - * Report of Separation, or
 - * Other documentation which proves home of record at time of entry into active duty, a discharge other than dishonorable, length of active service, and the branch of service.

- q Determine if the proof of military service (DD214 or discharge paper) shows Texas as the home of record at the time of entry into active duty. If Texas is not shown as the home of record, the applicant must also complete and submit an Affidavit of Texas Residence. This form and instructions regarding its completion is located on the VLB web site (www.texasveterans.com). Please note that "Place of Entry" is not considered proof of "Home of Record." Active duty personnel stationed in Texas are eligible upon completion and filing of a change of residence Form (DD2058) with the military.

- q Mail or fax the completed documentation to:

Texas Veterans Land Board
P.O. Box 12873
Austin, TX 78711-2873
Fax to: (512) 475-0936

THREE (3) YEAR OCCUPANCY DISCLOSURE

The rights and obligations of the Deed of Trust (the “Deed of Trust”) to which a Rider will be attached and the promissory note described in the Deed of Trust (the “Note”) which it secures are expressly made subject to a Rider. In the event of any conflict between the provisions of the Rider and the provisions of the Deed of Trust or Note, the provisions of the rider shall control. To the extent that they are not modified by the Rider, all the terms, conditions and other provisions of the Deed of Trust and Note remain in full force and effect. The foregoing provisions are supplemented to, and do not supersede, any provisions under the Deed of Trust providing for acceleration of such loan.

1. In the event the Borrower does not occupy the property purchased with the proceeds of the loan evidenced by the Program Note as the Borrower’s principal residence for a period of three years from the date of the purchase of such property, or if the Borrower shall lease, transfer, sell or convey, in whole or in part, the Borrower’s interest in such property, the Veterans Land Board of the State of Texas, as holder of the Note, may, to the extent permitted by applicable law, require escalation of the interest rate on the Note or acceleration and immediate payment of principal of and interest due on the Note, and/or may pursue such other remedy of course of action as it may deem appropriate and in the best interest of the Veterans Housing Assistance Program.

2. The Rider shall be binding upon and inure the benefit of the parties of the Deed of Trust and their respective successors and assigns.

NOTICE TO BORROWER:

DO NOT SIGN IT UNLESS YOU HAVE READ AND UNDERSTOOD IT.

Borrower’s Signature

Borrower’s Signature

Printed Name

Printed Name