



## **Downpayment Plus<sup>®</sup>** **Closing Documents Checklist**

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The documents listed below should be scanned and uploaded into the DPP Online system **within two (2) weeks after the closing date**. The following file formats are acceptable: pdf, xls, xlsx, doc, docx, xlsx. Although recommended file names are provided, the DPP Online system will accept any file name in an acceptable format. To expedite the disbursement process, ensure that all documents are complete, legible, and signed, if applicable. Refer to the last pages of the [DPP Program Guide](#) for links to [Member Procedures](#) or Forms.

Borrower Name: \_\_\_\_\_

### **Required:**

- Closing Disclosure(s) (most recent disclosure(s) only; formerly HUD-1settlement statement)  
**Recommended file name:** lastname,firstname-ClosingDisclosure.pdf
- Certificate of Borrower Eligibility and Disbursement Request Form (CBE) (executed)  
**Recommended file name:** last name, first name-CBE.pdf
- Retention Agreement (executed)  
**Recommended file name:** lastname,firstname-RetentionAgreement.pdf
- Homeownership Education & Counseling Certificate(s) - for education: [Framework, eHome America, Fannie Mae HomeView, Freddie Mac CreditSmart or a HUD-approved counseling agency](#)  
for counseling: a [HUD-approved counseling agency](#) -  
**Recommended file name:** lastname,firstname-HomeownershipEducation.pdf

### **Required, if applicable:**

- Repair/Rehab Worksheet ([Scope of Work & Certification Form](#)), plus supporting documents, if DPP funds are used for repairs or rehabilitation  
**Recommended file name:** lastname,firstname-Rehab Scope of Work.pdf
- Property Inspection Reports (before and after completion of work), if DPP funds are used for repairs or rehabilitation  
**Recommended file name:** Last Name, First Name-Property Inspection.pdf
- Explanatory Statement, if Total Debt Ratio > 45%  
**Recommended file name:** Last Name, First Name-Explanatory Statement.pdf
- Appraisal (if member REO or related-party transaction)