FHLBank Chicago

Downpayment Plus® Programs Program Guide 2026

Updated October 2026

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I. PROGRAM OVERVIEW

The Federal Home Loan Bank of Chicago's (FHLBank Chicago) 2026 Affordable Housing Program Implementation Plan establishes the initial requirements of the Bank's set-aside program. The Downpayment Plus® (DPP®) Programs are the set-aside programs established by the Bank.

Program Description

Downpayment Plus® (DPP® is a program funded by FHLBank Chicago that provides down payment and closing cost assistance for income-eligible homebuyers. Funds are available to qualifying borrowers through participating FHLBank Chicago member financial institutions. The assistance provided is in the form of a forgivable grant (subsidy) paid on behalf of the borrower at the time the borrower closes on first mortgage financing with a participating FHLBank Chicago member financial institution. The DPP Program is a purchase program, not a refinance program. Additionally, the property being purchased must be owner-occupied.

Downpayment Plus Advantage® (**DPP Advantage®**) is a similar program, but assists income-eligible homebuyers participating in homeownership programs offered by non-profit organizations that are not shareholder members of FHLBank Chicago, that provide mortgage financing directly to the homebuyer. Non-profit organizations providing direct first mortgage financing (origination and funding), such as Habitat for Humanity, must partner with a participating FHLBank Chicago member financial institution in order to access DPP Advantage.

How to Participate

Any eligible FHLBank Chicago member institution may apply to participate in the DPP Programs. Members wishing to participate in the DPP Programs must execute a DPP Program Agreement with FHLBank Chicago.

The DPP Programs are accessed through eBanking, FHLBank Chicago's member-only website. The institution's Member Security Administrator must authorize one or more individuals to conduct DPP transactions in eBanking.

Upfront review of homebuyer eligibility and program compliance are crucial since the member must disburse subsidies to homebuyers before receiving the funds from FHLBank Chicago. Ineligible use of DPP funds or compliance violations may result in a reduction or denial of reimbursement.

Timeline – Annual Program

The DPP Programs are available until funds are fully reserved and continue until the member reaches their member limit or the last business day in December whichever comes first.

Annual Certification

In order to participate in the DPP programs, member institutions who provided DPP funds in the previous year and/or have DPP grants under the five year retention period, must submit a DPP Annual Certification before making any new reservations of funds this year. Additionally, acquirers of (former) members with DPP grants within the 5-year retention period are required to complete a DPP Annual Certification.

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II. PROGRAM REQUIREMENTS

Subsidy

Terms and Documentation

The subsidy is provided in the form of a forgivable grant that is secured with a retention agreement between the homebuyer and the member and forgiven on a *pro rata* basis over five years.

The grant must be identified on the Closing Disclosure as "FHLBC DPP Grant" or "FHLBC DPP Advantage Grant." Failure to properly identify the DPP grant may result in delay of the member's reimbursement.

More information on the retention period and repayment requirements is found in Section V and the Retention Agreement template for properties in Illinois and Wisconsin is found in Section VI. The member shall be responsible for ensuring that the retention agreement is enforceable under applicable law, is in the proper form for recording under applicable law, and is properly recorded in the member's name.

Maximum Grant per Household

The maximum grant per household is determined annually and may be modified during the year.

For the DPP Program and the DPP Advantage Program, the maximum grant per eligible household is the lesser of:

(1) $10,000 or

(2) 25% of the first mortgage amount.

Members will not be reimbursed for grant amounts in excess of the maximum allowable grant amount.

Maximum Subsidy per Member

DPP and DPP Advantage: The 2026 DPP per-member limit is $1,000,000 (each program), and may be modified during the year. The funds are made available on a loan-by-loan, first-come, first-served basis until the annual DPP member limit is exhausted. Parent holding companies owning two or more Bank Members are limited to a maximum of $2,000,000 (each program) in DPP funds.

Member Requirements

1) Enroll in the program and execute the DPP Program Agreement in DPP Online.
2) Complete the DPP Annual Certification in DPP Online, if DPP grants are under retention.
3) Comply with all applicable fair housing and fair lending laws and regulations.
4) Verify that the household is income eligible based on FHLBank Chicago's published. HUD Income Guidelines and the Income Calculation Guidelines in use at the time of reservation.
5) Reserve DPP funds through the DPP Online after obtaining the executed purchase contract and mortgage application.
6) Determine that the household has a sufficient stream of income to independently support the home purchase. Transactions involving co-signors, guarantors, or non-occupying co-borrowers are not eligible for a DPP grant. If the first mortgage has a debt-to-income ratio greater than 45%, the member must submit an AUS approval or underwriter's explanation of affordability.
7) Upload the Household Income Calculation and upload income verification documents, and other required data in DPP Online system within 30 days of reservation initiation. When uploading documents in DPP Online, Social Security numbers must be redacted.
8) Ensure that the borrowers meet the homebuyer education and counseling requirements.
9) Ensure that the borrowers meet the $1,000 minimum contribution requirement for the DPP Program (not applicable for DPP Advantage).
10) Ensure that the borrowers do not receive cash back at closing in excess of $250.
11) Originate and/or fund the homebuyer's first mortgage loan, if providing grant funds through the DPP Program.
12) Verify that the organization originating and funding the loan is a non-profit organization, if providing grant funds through the DPP Advantage Program.
13) Disburse the grant funds when the first mortgage loan is closed.
14) Execute the Retention Agreement for the DPP grant.
15) Record the Retention Agreement for the DPP grant.
16) Upload the closing documents into the DPP Online within two weeks of the loan closing date, and before the reservation expiration date.
17) Service the DPP retention vehicle during the five-year retention period. Even if the first mortgage has been sold, the servicing responsibilities of the DPP grant are retained by the originating member. If a member loses its membership in the Bank prior to the Bank's disbursement of a reserved DPP grant, the member shall make best efforts to transfer its obligations under the reserved DPP grant to another member.
18) Process a release of the recorded retention vehicle within 30 days of the expiration date.

Homebuyer Requirements

1) Apply for first-mortgage financing with a participating FHLBank Chicago member.
2) Provide an executed purchase contract.
3) Disclose current income sources and pending changes in income or employment status. Provide income verification documents as requested.
4) Contribute a minimum of $1,000 from personal funds toward the purchase of the home for DPP.
5) Complete an approved homebuyer education and counseling programs prior to closing.
6) Sign all required documents including, but not limited to:

- The Certificate of Borrower Eligibility certifying household income, and

- A retention agreement for the DPP grant to be recorded on the property.

7) Repay a *pro rata* share of the grant, if necessary, due to sale or refinancing before the end of the five-year retention period.

Homebuyer Education and Counseling

The member must ensure that at least one of the borrowers named on the Closing Disclosure has met the pre-purchase homebuyer education and counseling requirements before closing. We encourage all borrowers to participate in homeownership education. However, certificates of completion are only required for one of the borrowers. Both pre-purchase education AND pre-purchase counseling are required.

Pre-Purchase Education must be delivered by:

1) A HUD-approved counseling agency, or
2) An online education provider approved by FHLBank Chicago, which is Framework, eHome America, Fannie Mae HomeView, or Freddie Mac CreditSmart.

Pre-Purchase Counseling must be delivered by:

1) A HUD approved counseling agency

The member should confirm that education and counseling providers are eligible providers by checking the HUD Approved Counseling Agency web site. The member should provide guidance to their customer to ensure that eligible providers are used, and that both education and counseling are taken. Members should also consider their investor's homebuyer education requirements, if applicable. Borrowers should check with the member before taking any homebuyer education or counseling course to ensure that it meets all current requirements.

Upon completion of education and counseling, borrowers will receive one or two certificates of completion (depending on the provider) which must be submitted prior to a member receiving reimbursement for a DPP grant. Homebuyer education costs may be paid with the DPP grant if:

- The cost has not been covered by another funding source, including the member; and
- The cost to be covered by the DPP grant does not exceed $500 per household; and
- The cost is identified on the Closing Disclosure form.

Homebuyer Contribution

The homebuyer must contribute a minimum of $1,000 from their own funds toward the purchase transaction. Any cash back at closing reduces the homebuyer contribution amount. If a homebuyer does not meet the $1,000 net minimum contribution requirement, the homebuyer is not eligible for a DPP grant and the member will not be reimbursed.

The contribution may be in the form of earnest money, cash at closing, or costs related to the transaction paid outside of closing. Such contribution amounts must be identified on the Closing Disclosure or documented with receipts submitted with the Closing Disclosure. Homebuyers receiving a DPP Advantage grant are not required to contribute $1,000 toward the transaction.

Funds held in the homebuyer's checking, savings, or other depository accounts may be used for the homebuyer's contribution. If the source of funds is from a third party (i.e. gift), this source is not considered a homebuyer contribution. Unverified funds are not acceptable for the homebuyer's contribution.

A homebuyer may receive up to $250 cash back at closing; however, any cash back to the homebuyer reduces the homebuyer contribution amount. If the cash back reduces the borrower's contribution to less than $1,000, the member will not be reimbursed for the DPP grant.

Any cash back in excess of $250 will be deducted from the member's DPP reimbursement. Funds in excess of $250 should be applied as a credit to reduce the principal balance of the first mortgage loan. Evidence of this credit must be included as part of the Closing Disclosure form submitted via the DPP Online system.

Property Requirements

One or two-unit properties are eligible. The property must be purchased as the borrower's primary residence. The property may be in any state where the member, and/or its qualifying subsidiary, does business.

The property may be attached, detached, or a condominium. Manufactured homes titled as real estate are also eligible. New construction must be completed before closing. Any rehabilitation work funded with a DPP grant must be completed before the member obtains reimbursement of the grant.

Property for which the homebuyer is converting a contract or contract-for-deed to a regular mortgage is also eligible. Borrowers must make their minimum contribution for the grant at the time the contract is converted.

If the homebuyer is related to the seller, an independent appraisal of the property must be obtained from a state-certified or licensed appraiser dated within six months of the closing date, and the sales price may not exceed the appraised value. "Related" is defined as parent, grandparent, child, grandchild, brother, sister, aunt, or uncle of any household member.

Members may sell qualifying real estate owned (REO) properties in their portfolio using DPP assistance. Members must obtain an independent appraisal as outlined above and the sales price may not exceed the appraised value. All other DPP Program requirements must be met. Short sale properties are eligible; however, lenders should not reserve DPP funds until the investor accepts the offer.

Eligible Uses of Subsidy Funds

- Down payment and closing cost assistance;
- Escrow reserves deposited with the lender for property taxes, insurance, or monthly assessments;
- Interest rate write down on mortgage
- Escrow for eligible rehabilitation costs directly associated with acquisition. An independent property inspection report and a Scope of Work and Certification Form are required if escrowing for rehab, and grant reimbursement occurs after completion of work (see Forms, Procedures and Information Links, Rehab Guidelines);
- Homeownership education and counseling costs if they meet eligibility requirements.

Ineligible Uses of Subsidy Funds

- More than $250 cash back to the homebuyer at closing;
- Reimbursement of earnest money, deposits, or costs paid outside of closing (in excess of the above-mentioned $250 cash back);
- Escrow for new construction;
- Payment of non-housing-related costs. Such costs include, but are not limited to, debt collections, credit card bills, child support payments, and federal or state income taxes;
- Payment of property taxes or utility bills incurred by the seller, or other expenses unrelated to the purchase transaction that are owed by the seller;
- Pre-paid life insurance;
- Home warranty fee.

First Mortgage Requirements

- The loan term must be a minimum of five years. On adjustable-rate mortgages, the initial interest rate lock period must be a minimum of five years.
- Interest-only first mortgages are ineligible for the DPP Program.
- The lender must consider the homebuyer's ability to repay mortgage financing. Lenders originating loans with total debt-to-income ratios exceeding 45% must provide the AUS approval, or an underwriter's written explanation regarding household affordability.
- Lenders have used a wide range of mortgage programs including HUD Section 184, FHA, VA, Rural Development, or state housing agency (e.g., IHDA or WHEDA) first mortgage products. Members should check with the secondary market investor/guarantor as to its requirements for purchasing first mortgage loans where there is a recorded retention agreement on the property from a down payment assistance subsidy. Members must follow both DPP guidelines and the first mortgage lender/investor/guarantor guidelines.
- Acceptance of Land Trusts - homebuyers purchasing owner occupied units that are part of a land trust are eligible to receive a DPP grant. All relevant program documentation must be in the name of the homebuyer, and not the trust.
- DPP funds may not be used with construction-period financing or single-close products if the construction has not yet been completed.
- The rate of interest, points, fees, and any other charges for all loans made in conjunction with a DPP grant shall not exceed a reasonable market rate of interest, points, fees, and other charges for loans of similar maturity, terms, and risk. Excessive or unreasonable closing fees and interest rate/APR may require explanation and could result in a reduction of the member's DPP reimbursement.
- The subsidy may be combined with federal, state, and local grants or loans, including Community Development Block Grant and HOME funds.
- The member is not required to hold the DPP recipient's first mortgage loan in its portfolio.
- Though the FHLBank Chicago member may elect to have an agent service its DPP retention agreement, the member may not transfer the DPP retention agreement servicing to another party without FHLBank Chicago's prior express written consent.

If the first mortgage product is FHA-insured, the following information may assist in meeting HUD's reporting requirements:

- The DPP Program is a Federal Home Loan Bank Homeownership Set-Aside Grant Program, as defined by HUD.
- Federal Home Loan Bank Chicago's HUD Lender ID: 94089
- Federal Home Loan Bank Chicago's EIN: 36-6001019

III. STEP-BY-STEP OVERVIEW

Member Enrollment

1) Member executes the DPP Program Agreement.
2) Member sends the DPP Program Agreement to FHLBank Chicago through DPP Online, as per enrollment instructions.
3) FHLBank Chicago obtains the required FHLBank Chicago signature.
4) FHLBank Chicago activates the member in DPP Online.
5) Member uses the eBanking portal to set up their DPP Online users.
6) Member may begin to market the DPP Program.

Member Reservation of DPP Funds

1) Member may reserve DPP funds through DPP Online for households with an executed purchase contract and a first mortgage loan application on file for a specific property address.
2) Member should utilize the Reservation Document Checklist to collect, scan, and upload the documents required in DPP Online. A completed Household Income Calculation which is now included in DPP Online is also required. See Section VI. for a sample Household Income Calculation form. FHLBank Chicago may cancel the reservation if the required income data and documents have not been submitted within thirty days of the member's initiation of the reservation, unless the Bank grants an extension request to accommodate transaction delays, completion of pending documentation, or other circumstances beyond the member's control (including, but not limited to issues related to title, seller-related delays, appraisal delays, recording office backlogs, or other third-party actions affecting the transaction timeline).
3) FHLBank Chicago will review the household application and provide a decision via DPP Online. FHLBank Chicago requires two weeks after all required data and documents are received to provide an approval decision.
4) Missing documents, an incomplete/incorrect income calculation workbook, or additional clarification may delay the review/approval decision.
5) The member may not close on the purchase transaction without a DPP Online approval.

Prepare to Close

1) After the reservation is approved by FHLBank Chicago, and the member has received 1st mortgage underwriting approval and completed its Final Closing Disclosure form, the member may advance to Prepare to Close in DPP Online.
2) Member must enter the required data into DPP Online, taking the data primarily from underwriting approval and the Final Closing Disclosure form.

3) After keying in the required data, the member must print the DPP Certificate of Borrower Eligibility to be signed at closing by both the borrower(s) and member.
4) If the first mortgage is reported as FHA-insured, and DPP funds are used to fund the borrower's Minimum Required Investment (MRI), HUD may require a letter from the government entity providing the funds. DPP Online generates an optional letter issued by FHLBank Chicago.
5) Member ensures compliance with the homebuyer education and counseling requirement, and obtains the homebuyer education and counseling certificate(s) of completion.
6) Member prepares Retention Agreement in preparation for the loan closing.

Closing of Mortgage Loan and Request for Funding of DPP Grant

1) Member closes first mortgage loan, or monitors its closing, advances the DPP grant funds, and ensures execution of the Retention Agreement and Certificate of Borrower Eligibility.
   - The borrower may not receive more than $250 in cash back at closing. Any excess grant should be applied at closing as a credit to reduce the principal balance of the mortgage loan.
   - The subsidy must be identified on the Closing Disclosure as "FHLBC DPP Grant" or "FHLBC DPP Advantage Grant."
2) Member uploads post-closing documents to DPP Online and submits a disbursement request:
   - Closing Disclosure (most recent);
   - Certificate of Borrower Eligibility signed by member and borrower(s);
   - Retention Agreement, executed, not yet recorded;
   - Certificate(s) of homebuyer education and counseling completion from approved third party provider;
   - Rehabilitation/Repair Worksheet with support, if applicable;
   - Property inspection reports, if applicable;
   - Explanatory statement if debt ratio >45%.
3) FHLBank Chicago reviews the closing documents, requests corrections or clarification, if necessary, and reimburses the member by crediting the DPP funds to the member's DID account at FHLBank Chicago. Notification of deposit is made to the member contact(s) via email. Deposits are also reflected in the member's eBanking statements.
4) The FHLBank Chicago may cancel the member's reservation if the disbursement request has not been submitted within ninety (90) days of FHLBank Chicago's reservation approval, unless the Bank grants an extension request to accommodate transaction delays, completion of pending documentation, or other circumstances beyond the member's control (including, but not limited to, issues related to title, seller-related delays, appraisal delays, recording office backlogs, or other third party actions affecting the transaction timeline).
5) The total processing time from receipt of the complete disbursement request to the deposit of DPP funds into the member's DID account is approximately three to four weeks.

IV. DETERMINING INCOME ELIGIBILITY

Income eligibility is based on the household's projected annual income. Members must use the Income Calculation Guidelines to determine a household's annual income.

Determination of income eligibility will be based primarily on the income documentation submitted in support of the reservation. However, pending income or employer changes, or other factors used to approve the first mortgage must also be disclosed and considered. Members must calculate the annual income for each household member aged 18 years and older. The information will be totaled to determine the household's annualized income which will then be used to determine whether the household is income-eligible for DPP assistance. Eligible households must have annualized incomes of less than or equal to 80% of HUD area median income (AMI), as published by the FHLBank Chicago, based on the specified year, household size, and location (county/state) of the property.

Members must collect and submit income documentation used to calculate a household's annualized income. Income documentation collected is based on information reported on the Household Member Questionnaire and may include verification of employment, paystubs, and/or other source documents. The income documentation submitted for DPP grant approval should be identical to that obtained by the member in support of the first mortgage approval.

Detailed information on calculating income and determining income eligibility is found in the Income Calculation Guidelines.

Members must submit the following documentation through DPP Online as per the Reservation Document Checklist:

1) Purchase contract
2) Household Member Questionnaire(s)
3) First mortgage application
4) Income documents for all sources of income: (e.g., paystubs, VOE, award letters, Certification(s) of Zero Income and Tip Income, if applicable).
5) Household Income Calculation (now in DPP Online)
6) Lease agreement or appraisal if purchasing a two-unit property and/or documenting rental income.
7) Appraisal if a related party transaction or a member-owned REO property.

V. RETENTION AND MONITORING (SERVICING) REQUIREMENTS

Subsidies are subject to a 60-month (5-year) retention agreement to ensure that the property is retained as affordable housing. The retention period commences on the date subsidy is disbursed. If the subsidy recipient owns the home for the full term the subsidy is forgiven at the conclusion of the retention period. The member is required to record a retention agreement on the property for the amount of the DPP subsidy.

The member is responsible for monitoring (servicing) the retention vehicle during the 5 year retention period until the retention vehicle is released by the member. Even if the 1st mortgage servicing is transferred to another lender, the member retains responsibility for servicing the DPP grant. Member responsibilities include providing payoff quotes, processing subordination requests, and releasing the retention vehicle. If the member has been acquired by a nonmember, the acquiring entity may assume responsibility for monitoring the retention agreements.

If, after the disbursement of a DPP grant to a member, the member undergoes an acquisition or a consolidation resulting in a successor organization, the successor organization (a member or nonmember) shall assume the member's monitoring obligations under its approved disbursement of the DPP grant.

Release activity within the 5-year retention period must be reported to the FHLBank Chicago within 30 days of the transaction using the current Repayment Worksheet now available in DPP Online. See Section VI. for a sample repayment worksheet. Such transactions requiring reporting includes a sale of the property, refinancing (if releasing the retention vehicle), foreclosure sale, deed in lieu of foreclosure, death of the borrower(s), or assignment of an FHA-insured mortgage. The member is responsible for calculating the appropriate repayment amount using FHLBank Chicago's Repayment Worksheet, as discussed below, and facilitating the repayment to FHLBank Chicago.

In the event that FHLBank Chicago receives a Notice from the member per the terms of the retention agreement, FHLBank Chicago will forward the notice to the member for processing.

FHLBank Chicago processes repayments in DPP Online within 14 business days after the necessary worksheet and support is provided. Exceptions may be made for repayments resulting in an amount due. Email Repayments@fhlbc.com

Non-members of FHLBank Chicago responsible for DPP grant servicing who are acquirers of (former) members with DPP grants should email Repayments@fhlbc.com for assistance with repayments.

Foreclosure, Death, or Assignment to HUD

In the case of a foreclosure or conveyance of the property to the first-mortgage lender by a deed in lieu of foreclosure, the obligation to repay any unforgiven grant is terminated. Additionally, the obligation is terminated upon the death of all borrowers or when an FHA-insured mortgage is assigned to the Secretary of the U.S. Department of Housing and Urban Development.

Evidence documenting the foreclosure, deed in lieu of foreclosure, or assignment must be provided to FHLBank Chicago. Evidence must be in its final stage and not pending. Any cash-out to the borrower must be approved by FHLBank Chicago in advance of the foreclosure or provision of a deed in lieu of foreclosure.

Refinance

If the borrower(s) wish to refinance their first mortgage during the five-year retention period the member must:

- Subordinate the DPP retention agreement to the new mortgage, if requested.
- Provide a payoff quote on the unforgiven portion of the DPP grant if the borrower wishes to release the DPP retention agreement. Use the Repayment Worksheet in DPP Online.

The member/non-member acquirer may not prohibit borrowers from refinancing the first mortgage during the retention period or refuse to subordinate the DPP retention agreement. The member/non-member acquirer also may not require borrowers to maintain the retention agreement, or itself refuse to maintain a retention agreement after the refinancing.

Home Equity Loans or Line of Credit

There are two servicing options for a HELOC while the DPP grant is under retention:

Option 1: the DPP grant lien (retention vehicle) may be subordinated by the member in charge of lien servicing. Similar to a refinance subordination, there is no authorization nor reporting requirement on behalf of FHLBank Chicago.

Option 2: if a lien release is required by the institution providing a HELOC, then the homeowner is required to pay back the unforgiven portion of the DPP grant. FHLBank Chicago provides an abridged repayment worksheet in DPP Online to calculate this unforgiven portion.

For a lien release while under retention for any such non-traditional transaction, or simply for a payoff to clear title, please email Repayments@fhlbc.com

Repayments

The grant is forgiven on a *pro rata* basis over a 60-month period. Forgiveness of the grant is based on the number of full months the home is owned. A month is calculated from the exact date of the loan closing to the corresponding date one month later. Forgiveness will not be recognized for partial months.

The borrower must repay a *pro rata* portion of the grant from any net proceeds realized in the following circumstances:

- In the case of a sale prior to the end of the retention period, unless the unit is sold to a purchaser with income at or below 80% AMI, determined by using Income Calculation Guidelines. Upon the sale to a very low-, low-, or moderate-income purchaser, the retention vehicle terminates.
- In the case of a refinancing prior to the end of the retention period, unless the unit continues to be subject to a legally enforceable retention vehicle as permitted under the DPP Program.

Net proceeds will be calculated based on FHLBank Chicago guidelines at the time the property is sold or refinanced, as per the Repayment Worksheet. The member is responsible for calculating the appropriate repayment amount using FHLBank Chicago's Repayment Worksheet and facilitating repayment to the Bank.

Repayment Exceptions

If the repayment amount due per the current Repayment Worksheet is $2,500.00 or less, no repayment is due. Additionally, for sales within the 5 year retention period, the current Repayment Worksheet includes a proxy test, based on sales price, to determine whether the subsequent home buyer is likely to be low-to-moderate income (<=80% AMI). If the sales price is at or below the proxy method sales price, we assume that the subsequent buyer's income is less than or equal to 80% AMI. So the amount due is zero.

The Repayment Worksheet is available in DPP Online.

DPP Program Questions?

Members may submit questions to dpp@fhlbc.com

VI. Forms, Procedures and Information Links

A. MEMBER ENROLLMENT FORMS

Please note these forms are all now available in DPP Online:

DPP Program Agreement
DPP Annual Certification
Marketing Contacts Change Form

B. RESERVATION

HUD Income Guidelines
Census Tract Locator
Household Member Questionnaire
Income Calculation Guidelines
Certification of Zero Income
Certification of Tip Income
Rehab Guidelines
Reservation Document Checklist

C. DISBURSEMENT

DPP Homebuyer Education
Retention Agreement (IL and WI Sample)
Retention Agreement Cover Page (WI)
Scope of Work and Certification Form (Escrow for Rehab)
Glossary of Terms
Closing Document Checklist

D. PROCEDURES

1. DPP Online

DPP Online Guide for Members

2. DPP Online Video Guides/Tutorials

DPP Video Guides/Tutorials

E. OTHER DOCUMENTS AND LINKS

DPP Overview – Webinar Update
DPP Online FAQ
DPP Programs FAQ
Common Member Errors
Timeline Management
Predatory Lending Brochure
Participating Lenders
DPP Annual Certification for non-member acquirers ONLY
Members should access and submit the DPP Annual Certification in DPP Online
Sample Repayment Worksheet
Used to assist in calculating repayment amounts; the Repayment Worksheet must now be completed and submitted in DPP Online
Sample Household Income Calculation
Used to assist in calculating household income; the Household Income Calculation must be completed and submitted in DPP Online