TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
OFFICE OF COLONIA INITIATIVES
TEXAS BOOTSTRAP LOAN PROGRAM

Exhibit 9 LOAN CLOSING PART B NOHP I AND NOHP II

CLOSING/Compliance Checklist: Owner-Builder Purchase

CLOSING LOAN DOCUMENTS NOHP I			
CSHC/NOHP	**DOCUMENTS IN FILE ORDER**	**OCI**	**COMMENTS**
☐	REQUEST FOR CLOSING DOCUMENT PREPARATION NOHP I	☐	
☐	EXECUTED LOAN ESTIMATE & EXECUTED INTENT TO PROCEED	☐	
☐	SALES CONTRACT OR CONSTRUCTION CONTRACT (The total purchase price or construction/rehab cost on contract must match the repayable and forgivable loans and/or grant amounts listed on final Form 3 and include First Right of Refusal Language, if applicable.	☐	
☐	EXECUTED SELF HELP AGREEMENT		
☐	TITLE COMMITMENT (with no liens or judgments/effective date of title commitment must be within 30 days) AND COPIES OF ALL COVENANTS, RESTRICTIONS AND EASEMENTS LISTED ON SCHEDULE B & C. TDHCA LISTED AS MORTGAGEE	☐	
☐	TAX CERTIFICATES AND ESTIMATED TAXES BASED ON IMPROVED VALUE	☐	
☐	APPRAISAL REPORT FINAL	☐	
☐	SURVEY: LOT SURVEY FOR INTERIM AND/OR RESIDENTIAL CONSTRUCTION LOANS OR IMPROVEMENT SURVEY FOR PURCHASE LOANS	☐	
☐	HOMEOWNERS HAZARD INSURANCE BINDER/POLICY WITH TDHCA AS MORTGAGEE	☐	
☐	FLOOD CERTIFICATION	☐	
☐	FINAL CLOSING DISCLOSURE, INCLUDE TITLE ENDORSEMENT FEES: T19, T30, T36, LENDERS INSURANCE, ESCROW FEES PRORATED, ANY OTHER APPLICABLE FEES RELATED TO TDHCA LIEN.	☐	
☐	HOMEBUYER EDUCATION CERTIFICATE (Valid within 1 Year from Closing)	☐	
☐	FIRST PAYMENT LETTER FOR NOHP I Include TDHCA payment if NOHP is Servicing this Loan, Taxes and Insurance. First Payment if due no sooner than 1 Month after Closing Month.		
☐	ALL DEED OF TRUSTS AND NOTES FOR ALL FUNDING SOURCES, INCLUDING ANY FORGIVABLE LOANS	☐	
CLOSING LOAN DOCUMENTS NOHP II PRIOR TO CLEAR TO CLOSE			
CSHC/NOHP	**DOCUMENTS IN FILE ORDER**	**OCI**	**COMMENTS**
☐	FINAL CLOSING DISCLOSURE/AMERICAN LAND TITLE ASSOCIATION (ALTA) SETTLEMENT STATEMENT & ESTIMATED TAXES ON *IMPROVED* PROPERTY VALUE	☐	
☐	FINAL APPRAISAL, SURVEY AND TITLE COMMITMENT PRIOR TO CLOSING	☐	
☐	COPY OF EXECUTED LOAN ESTIMATE & EXECUTED INTENT TO PROCEED	☐	

NOTE: AFTER LOAN CLOSING, SUBMIT ALL ITEMS REQUESTED ON THE CLOSING INSTRUCTIONS IN ADDITION TO ITEMS ON FORM 20, FORM 21, FORM 22 OR FORM 30, AS APPLICABLE FOR FUNDING.