**For** **Enter Grantee Name**

***NOTE: Please tab through fields to complete the form. Once completed, please manually sign or save as a PDF and electronically sign, and upload with other required forms.***

**Completed by:**

Name:

Title:

Organization if not Grantee:

E-mail address:

Phone number: (000) 000-0000

**Instructions:***Complete this checklist and submit it with each of the documents to* [*HOMEFTHB@hcd.ca.gov*](mailto:HOMEFTHB@hcd.ca.gov)*. Please e-mail any questions to this e-mail address.*

1. Completed HOME FTHB Program Guidelines
2. Completed HOME FTHB Written Agreement
3. Copy of proposed Promissory Note
4. Copy of proposed Deed of Trust
5. Copy of other documents also used, if any: type names of form(s) here

***IMPORTANT:*** *FTHB Program Guidelines, HOME FTHB Written Agreement, Promissory Note, and Deed of Trust must all have matching loan terms.*

Certification: I, Name, Title of grantee’s Director or above, do hereby approve of this submission as being complete and reflective of the city’s, town’s, county’s, CHDO’s choices pertaining to its HOME First-Time Homebuyer (FTHB) program.

The city, town, county, CHDO understands the requirement to abide by the contents of its FTHB Program Guidelines and its above-referenced FTHB loan documents, once approved by the Department, and that any desired changes must first be approved th the Department in writing.

Signed: Date: