**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**. 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: