

Phase 2 – Property Submission via Email

In accordance with Handbook-1-3550, Attachment 3-A, loan application packagers are to instruct their clients that a property must not be identified in the application unless and until such time as the Agency issues a Certificate of Eligibility (COE). Once a COE has been issued and the applicant has found a property, the packager will assist the applicant to assemble the property documentation for submission to Rural Development.

The property documentation must be grouped together as shown below. Please note:

- **Each bolded header (e.g. Property Eligibility) must be a separate attachment for grouping the applicable items listed below.**
 - Each attachment will be named using the bolded header title followed by the applicant's last name (e.g. PropertyEligibility-Jones).
- Verify that all applicable documents are included, fully completed, signed (as needed), and readable prior to emailing the property documentation to Rural Development.

Property Eligibility.

- Fully executed sales contract.
- Flood elevation certificate (if property is in a flood zone). (Note: Rural Development must order the flood hazard determination.)
- Whole house inspection report (existing property).
- Amended sales contract to identify any repairs negotiated between buyer/seller.
- Potential repair list, estimated cost for repairs, and proposal for how repairs will be funded/completed (if not already addressed in the sales contract).
- Legal description (if not included in the sales contract).
- Property eligibility map (screen print from eligibility website).
- Certified plans, specifications, and cost estimates for new construction.

Other

- Packaging fee invoice
- Updated loan application narrative with actual property details and any updates to applicant eligibility since the Certificate of Eligibility was issued.
- Worksheet for Computing Income and Maximum Loan Calculator to reflect any updates to household income, debts, and assets as well as actual property details (insurance, taxes, homeownership association dues, etc.) and requested loan amount/funding sources.
- Updated income, debt, and asset verification documentation for any items which have expired since the Phase 1 submission or will expire within the next 30 days, follow stacking order described in Phase 1.