



# CITY OF SAN ANTONIO NEIGHBORHOOD & HOUSING SERVICES DEPARTMENT

## First Responders Homebuyer Assistance Program (FR HAP) Lender's Packet Cover Sheet & Checklist

This cover sheet and checklist is provided to help guide lenders through the documents that NHSD staff will need in order to process a loan file requesting FR HAP funds. There are basic documents that will be necessary for all files you submit and NHSD staff will contact you after receipt of your file to advise you if any additional documentation is needed. Visit [www.sanantonio.gov/NHSD](http://www.sanantonio.gov/NHSD) for more information.

Loan Officer	
Processor	
Company	
Address	
Phone	
Email	

### Please Forward the Following Documents to:

City of San Antonio  
First Responders Homebuyer Assistance Program (FR HAP)  
1400 S. Flores  
San Antonio, TX 78204

1. **Copy of purchase contract received by the Title Company**
2. **Loan Estimate & Itemized Fees Worksheet**
3. **Copy of Homebuyer Education Certificate**
4. **Evidence of Insurance for Mortgagee (COSA as 2nd Mortgagee see below)**
5. **Copy of Signed Loan Applications**
6. **Copy of Title Commitment (COSA as Proposed Insured)**
7. **Verification of Employment**
8. **Copy of Photo IDs**
9. **Flood Certification**
10. **Appraisal**

Mortgagee Clause: City of San Antonio, Loan Servicing, 1400 S. Flores, San Antonio, TX 78204

**Please do not send any documents that are not listed on this checklist unless FR HAP staff requests the additional documents.**