



CITY OF SAN ANTONIO NEIGHBORHOOD & HOUSING SERVICES DEPARTMENT

Home Ownership Program for Employees (HOPE) 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 HOPE funds. There are basic documents that will be necessary for all files you submit to HOPE. HOPE will contact you after receipt of your file to advise you if any additional documentation is needed. Visit www.sanantonio.gov/NHSD for more information.

Loan Officer	
Phone	
Email	
Processor	
Phone	
Email	

Please Forward the Following Documents to:

City of San Antonio
Home Ownership Program for Employees (HOPE)
1400 S. Flores
San Antonio, TX 78204

1. Copy of purchase contract receipted 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 Service, 1400 S. Flores, San Antonio, TX 78204

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