

**2010**  
**DOWNPAYMENT PLUS®**  
**TRANSMITTAL CHECKLIST**

Downpayment Plus® participating institutions must submit the following documents to the Illinois League of Financial Institutions when requesting reimbursement of DPP funds. These documents should be sent to ILFI within 14 days of the closing.

- Certificate of Borrower Eligibility and Disbursement Request Form
- HUD-1 Settlement Statement
- Certified copy of the Executed Promissory Note
- Certified copy of the Executed Promissory Note Rider
- Certified copy of the Executed Junior Mortgage
- Certified copy of the Mortgage Retention and Subordination Agreement (FHA loans only)\*
- Homebuyer Counseling Checklist
- Homebuyer Counseling Certification Form
- Co-signer's Statement, if appropriate
- Closed Loan Fee of \$150
- Disclosure Statement

No closed loan fee is required to be paid in connection with grants awarded under the DPP Advantage® Program.

\*The Mortgage Retention and Subordination Agreement should only be used in conjunction with FHA-insured loans. If the borrower's first mortgage is a non-FHA loan then the DPP Promissory Note, Promissory Note Rider, and Mortgage must be used to secure the grant.