

**2011**  
**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
- Mortgage Retention and Subordination Agreement (use with FHA loans only)\*
- Homebuyer Counseling Checklist
- Homebuyer Counseling Certification Form
- Disclosure Statement
- Co-signer's Statement, if appropriate
- Combined Fee of \$175 (\$50 non-refundable Reservation fee and \$125 Closed Loan fee) for DPP Program
- Combined Fee of \$125 (\$50 non-refundable Reservation fee and \$75 closed Loan fee) for Advantage Program
- Copy of the disbursement check in the grant amount for the 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.

“Downpayment Plus”, “DPP”, “Downpayment Plus Advantage” and “DPP Advantage” are registered trademarks of the Federal Home Loan Bank of Chicago.