

OHFA Document	FTHB	Next Home	FTHB Edge	MTC Basic	MTC Plus
Commitment Package					
Loan Commitment Voucher	A	A	A	A	A
Commitment Checklist	A	A	A	A	A
Homebuyer Education Certificate	A	A	A	NA	A
Uniform Residential Loan Application (URLA-1003)	A	A	A	A	A
Uniform Underwriting & Transmittal Form (1008)	C/U	C/U	C/U	NA	C/U
LE for 2nd mortgage (if lender disclosed with LE)	D	D	D	NA	D
GFE for 2nd mortgage (if lender disclosed with GFE)	D	D	D	NA	D
Purchase Contract	A	A	A	A	A
FHA Loan Tranmittal Summary (92900-LT)	F	F	F	NA	F
VA Loan Analysis Form (26-6393)	V	V	V	NA	V
3 Years Federal Tax Returns or Transcripts	A	A	A	A	A
Two Most Recent Pay-stubs or VOE & recent Pay-stub	A	A	A	A	A
Copy of diploma or college transcripts with graduation date	G4	NA	G4	NA	G4
Ohio Heroe eligibility documentation	H	H	H	NA	H

FTHB = First-Time Hombuyer **MTC** = Mortgage Tax Credit

A = Required on all packages

C = Required on Conventional loans

D = Required on DPA second mortgage Product loans

F = Required on FHA loans

G4 = Required on Grants for Grads (G4G) Product loans

H = Required on Heroes Product loans

IF = If Applicable

NA = Not Applicable

U = USDA (RD)

V = VA

X = MTC Only

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Purchase Package					
Loan Purchase Voucher	A	A	A	A	A
Purchase Checklist	A	A	A	A	A
OHFA Admin Fee - \$100	A	A	A	NA	A
MTC Fee (\$500 MTC BASIC/\$250 MTC PLUS)	NA	NA	NA	X	X
Borrower's Closing Affidavit (BCA)	A	NA	NA	A	A
Closing Disclosure Form (CD) - 1st Mortgage	A	A	A	A	A
Closing Disclosure Form (CD) - 2nd Mortgage, if LE disclosed at application	D	D	D	NA	D
Second Mortgage HUD-1 Settlement Statement, if GFE disclosed at application	D	D	D	NA	D
Copy of Second Mortgage	D	D	D	NA	D
Copy of Second Mortgage Note	D	D	D	NA	D
Tax Exempt Rider	A	NA	NA	NA	NA
Signed Award/Gift Letter: FHA (F)	F	F	F	NA	F
Certificate of Occupancy (new never occupied properties)	A/IF	A/IF	A/IF	A/IF	A/IF
Borrower Initial Affidavit (BIA)	A	NA	NA	A	A
Income Certificate (IC)	A	A	A	A	A
Zero Income Affidavit - Borrower on loan with no income	IF	IF	IF	IF	IF
Seller Declaration (new never occupied properties only)	A/IF	NA	NA	A/IF	A/IF
Notice of Recapture	A	NA	NA	A	A
Down Payment Assistance Application (DPAA)	D	D	D	NA	D
US Bank Information Authorization Form (not required for TPO and refinance loans)	A	A	A	NA	A

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