



Downpayment Plus®
Reservation Document Checklist

The documents listed below should be scanned and uploaded into the DPP Online system. The following formats are acceptable: pdf, xls, xlsx, doc, docx, xlsx. Although recommended file names are provided, the DPP Online system will accept any file name in an acceptable format. To expedite the approval process, ensure that all documents are complete, legible, and organized in the manner outlined below. **Allow a minimum of two (2) weeks for an approval decision. Otherwise, the closing date may need to be rescheduled.** Refer to the last pages of the [DPP Program Guide](#) for links to the [Income Calculation Guidelines](#), [Member Procedures](#), or Forms.

Borrower Name: _____

☐ Purchase Contract (Executed) **Recommended file name:** lastname,firstname-PurchCon.pdf

☐ Beneficiary Questionnaire(s) (signed) *– all household members 18 years of age or older
Recommended file name: lastname,firstname-BeneQuest.pdf

*If multiple questionnaires, sort as follows and put into one file: i) borrower, ii) co-borrower or spouse, iii) and other household members, as listed on the household summary page of the income calculation workbook. If marital status is “separated”, then add the separation agreement or statement of separation per DPP income calculation guidelines.

☐ 1st Mortgage Application **Recommended file name:** lastname,firstname-MortAppl.pdf

☐ Income Documents (sorted as indicated below)**:

Recommended file name: lastname,firstname-IncomeDocs.pdf

- three most recent consecutive paystubs (oldest to newest), or VOE
- child support court order, if applicable
- social security awards letter, pension, annuity statement, if applicable
- self-employed, tax returns from prior 2 years plus a current year-to-date profit and loss statement as of a recent month-end date
- Certification of Zero Income, if applicable
- Certification of Tip Income, if position typically earns tip income

** If multiple household members with income documents, sort as follows and put into one file: i) borrower income docs, ii) co-borrower or spouse, and iii) other household members, as listed on the household summary page of the income calculation workbook.

☐ Income Calculation Workbook **Recommended file name:** lastname,firstname-ICworkbook.xls

☐ Lease Agreement and/or Appraisal with market value of rents, if purchasing a 2-unit property
Recommended file name: lastname,firstname-LeaseOrAppraisal.pdf