

DOWNPAYMENT ASSISTANCE PROGRAM PROCEDURES

1. The approved Housing Counseling Agency and the Preferred Lender will submit ***all*** paperwork to Turkessa Coleman Lacey at the City of Huntsville Department of Community Development for a preliminary review:

120 E. Holmes Avenue
Huntsville, AL 35801

or

P.O. Box 308
Huntsville, AL 35804

(256) 427-5400-phone

(256) 427-5431-fax

turkessa.coleman@hsvcity.com

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THEY ARE COMPLETE

2. After preliminary review of the ***entire packet***, it will then be submitted to Michelle Gilliam Jordan-Director of Community Development for final approval.
3. Once the packet is approved, Turkessa will notify Housing Specialist Jon Bone that the property was approved for inspection and provide Jon with the legal description of the property, Exhibit 10 (final approval) and the current sellers name, address and telephone number.
4. Turkessa and Jon will coordinate an appropriate date and time for the inspection. Once the date and time has been scheduled, Turkessa will contact the sellers and buyers agents to explain the inspection process.

ALL INSPECTIONS ARE CONDUCTED BETWEEN 9:00 to 11:00 a.m. or 1:00 to 3:00 p.m. on MONDAY'S, TUESDAY'S, THURSDAY'S and FRIDAY'S

5. The Community Development Code Officer will meet the seller or buyers agent at the property for the inspection at the specified time. If code violations are found, an official notice will be issued within 24-hours to the seller and/or his agent describing the necessary corrections.

INSPECTORS CANNOT BE CONTACTED DIRECTLY BY THE SELLER OR BUYERS AGENT

6. If permits are needed for the work, they must be obtained from the City of Huntsville Inspection Department (427-5331) by a licensed contractor prior to beginning work. Work requiring permits must be inspected and approved by the Inspection Department prior to calling Community Development for a re-inspection. Re-inspections require 24-hour notice.

7. A Community Development Code Officer will certify that the property is in compliance with the City's housing ordinances and notify Jon and Turkessa if property cleared or did not clear inspection.
8. After the property clears inspection, Turkessa will submit a copy of the entire packet to Karen Campbell-Accountant for a preliminary financial review.
9. Karen will then submit the packet to Rita Ruple-Finance Manager for a final signoff.
10. Turkessa will then coordinate a closing date and time with the lender and the selected closing attorney. A guarantee of funds letter will be issued in lieu of a check until a physical check is processed.
11. Once the loan closing date and time has been verified, Rita and her staff will prepare a loan check, enter the activity into the HUD IDIS system and present it for signatures.

PREPERATION OF A LOAN CHECK TAKES ANYWHERE FROM 3-5 DAYS FOR COMPLETION

12. Turkessa will then provide the closing attorney with the necessary closing documents.
13. Turkessa will attend the loan closing and return with a copy of the mortgage and the original of the promissory note and other required paperwork. These papers will be placed in the client's file and a copy will be provided to Rita.
14. Turkessa will track the filing of the mortgage and return the original to Rita after it returns from the Probate Judge's office.