



**Impact Development Fund**  
**330 S. College Avenue, Suite 400**  
**Fort Collins, CO 80524**  
**970.494.2021 970.494.2022 Fax**  
**info@impactdf.org**

## Down Payment Assistance Loan File Checklist

Please fax or email the following documents to our office for review.

- \_\_\_\_\_ Completed typed 1003
- \_\_\_\_\_ Loan Estimate for Subject Property
- \_\_\_\_\_ Lender Pre-qualification Letter, Lender Loan Approval or AUS Findings
- \_\_\_\_\_ Income Verification (**Most recent federal tax return\***, **plus W-2's**, **plus 30-day pay stubs**)  
\*2 years tax returns and YTD P&L for self-employed borrowers
- \_\_\_\_\_ Purchase Contract
- \_\_\_\_\_ Signed E-Consent (Authorization for secure electronic delivery of loan disclosures)
- \_\_\_\_\_ Home Ownership Training Certificate
- \_\_\_\_\_ Mortgage Broker State License Number \_\_\_\_\_

Requested Programs: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

**Primary Borrower:** \_\_\_\_\_ **Co-Borrower:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Closing Date: \_\_\_\_\_ Location: \_\_\_\_\_

Title Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Hazard Insurance Agent:** \_\_\_\_\_  
 (Please provide name of insurance agency providing blanket coverage for HOA/Condo projects)

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Lender: \_\_\_\_\_ Email: \_\_\_\_\_

Loan Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

## ESIGN DISCLOSURES AND CONSENT

Federal law requires you receive certain disclosures and information about the products, services or accounts you may receive or access in connection with your relationship with us ("Required Information"). With your consent we can deliver Required Information to you by a) displaying or delivering the Required Information electronically; and b) requesting that you print or download the Required Information and retain it for your records.

This notice contains important information before you consent to electronic delivery of Required Information. Your consent also permits the general use of electronic records and electronic signatures in connection with the Required Information.

After you have read this INK-it Disclosures and Consent, if you agree to receive Required Information from us electronically, and if you agree to the general use of electronic records and electronic signatures in connection with our relationship, please "SIGN" below.

**Statement of electronic disclosures: Impact Development Fund**  
**330 S. College Avenue, Suite 400**  
**Fort Collins, CO 80524**

If you consent to electronic disclosures, that consent applies to all Required Information we give you or receive from you in connection with our relationship and the associated notices, disclosures, and other documents.

You agree to print out or download Required Information when we advise you to do so and keep it for your records. If you are unable to print or download any Required Information, you may call us and request paper copies. If you need to update your e-mail address or other contact information with us, you may do so by calling us and requesting necessary updates.

Your consent does not mean that we must provide the Required Information electronically. We may at our option deliver Required Information on paper. We may also require that certain communications from you be delivered to us on paper at a specified address.

### **Required Software/Hardware**

Hardware and software minimum requirements to access and store the electronic information:

- Hardware/Devices: iOS; Android; Windows
- Operating System: Windows 7, 8, 8.1, 10; Mac OS X
- Browsers: Internet Explorer 8, 9, 10, 11; Chrome; Firefox; Safari (MacOS); Opera  
(Note: Cookies must be enabled)
- Software: Adobe Acrobat or similar software to view PDF files

If you do not have the required software and/or hardware, or if you do not wish to use electronic records and signatures for any other reason, you can request paper copies of the Required Information to be sent to you by calling us.

### **Withdrawing Consent**

If you would like to withdraw your consent to receive future documents electronically and would prefer paper copies, please call us. If you withdraw your consent to receive documents electronically, the electronic service you are using will become unavailable to you, and your consent will not affect the validity or enforceability of prior electronic documents you received.

**I have read the information about the use of electronic records, disclosures, notices, and e-mail, and consent to the use of electronic records for the delivery of Required Information in connection with our relationship. I will be able to view this information using my computer and software. I have an account with an internet service provider, and I am able to send e-mail and receive e-mail with hyperlinks to websites and attached files. I also consent to the use of electronic records and electronic signatures in place of written documents and handwritten signatures.**

\_\_\_\_\_  
Borrower:

\_\_\_\_\_  
Date:

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Co-Borrower:

\_\_\_\_\_  
Date:

Email Address: \_\_\_\_\_