



MENKITI GROUP
A Different Kind of Real Estate Experience



GREATER WASHINGTON URBAN LEAGUE
HOUSING & COMMUNITY DEVELOPMENT DIVISION
2901 14TH STREET, NW WASHINGTON, DC 20009
PHONE: (202) 265-8200 FAX: (202) 328-3064



YOUR "SETTLEMENT CHECKLIST"

Applicant(s) Name _____ Contact # _____

In preparation for your settlement you will need to personally deliver and contact those responsible to send the following outstanding items to HPAP's office as soon as possible.

Required Items	Time Frame in Which Items are Needed	You must Make Certain We Receive	Who is Responsible	Check Items Needed
First Trust Lenders Package		The loan packages with the Underwriter's Approval from your lender... call your lender	You & Your Loan Officer	
HPAP Home Inspection Form		HPAP's Original Inspection Forms signed by you and the inspector & a copy of the Inspector Summary Report	You	
Home Quality Inspection		HPAP will schedule a HQI after you pass your initial inspection	HPAP	
Termite Inspection		A Copy for your HPAP File	You & Your Agent	
Training Certificate		An 8 Hour Training Certificate or letter for your 1 on 1 counseling session from HCS	You	
Home Hazard Insurance Policy Master Policy if purchasing a Condo		** Your Hazard policy insuring Greater Washington Urban League, Inc. See Insurance Clause	You	
HPAP Sale Addendum		Agreement between You and the Seller	You & Seller	
Signed Firm Commitment		We will call you to come into the office to review & Sign your Firm Commitment	You	

** Before your anticipated settlement date

**The mortgagee clause that should appear on the Hazard insurance policy, must read:
"The Department of Housing and Community Development/ Greater Washington Urban League, AND/OR ITS SUCCESSORS AND ASSIGNS, as it interests may appear, 2901 14th Street, NW, Washington, DC 20009"

HPAP Rep: _____

Funded by the District of Columbia's Department of Housing and Community Development