

Central Wisconsin Community Action Council, Inc.

1000 Hwy 13
P.O. Box 430
Wisconsin Dells, WI 53965



PHONE: (608) 254-8353 ext 234
FAX: (608) 254-4327
kelly@cwccac.org

Dear Lender,

To help you with the CWCAC 1st Time Home Buyer Down Payment Assistance process here is a list of documentation needed before closing and some additional requirements for our program.

1. Lender's verification of income for all household members (VOE and two month's pay stubs)
2. Two consecutive months of bank statements for all accounts
3. Credit Report
4. Offer to Purchase
5. Lender's signed, Uniform Residential Loan Application
6. Loan Estimate
7. Evidence of Receipt of comprehensive housing counseling (homebuyer's education class)
8. Property Inspection/occupancy permit
9. Lender's letter of commitment that funds are approved and available
10. Appraisal
11. Title Commitment
12. Proof of Homeowners Insurance
13. List of additional funding sources and amounts, if applicable
14. The contact information of the person who is preparing the lender's Closing Disclosure
15. Closing Disclosure must be provided 3 full business days prior to closing. Funds will not be available until the Closing Disclosure has been approved.
16. Settlement Statement (copy to be provided to CWCAC at closing)

Upon receipt of items 1-14 above, you must allow two weeks before the closing to process down payment assistance funds.

The Buyer may not get money back at closing. Please remember the Buyer must Escrow for taxes and Homeowners Insurance.

Please notify us as soon as possible of the closing date, location and contact person. If you have any questions, please contact us at (608) 254-8353 ext. 234

AN EQUAL OPPORTUNITY EMPLOYER

ADAMS COUNTY
1874 Hwy 13
PO Box 647
Friendship, WI 53934
(608) 339-0273



COLUMBIA COUNTY
203 DeWitt Street
Portage, WI 53901
(608) 742-3320

DODGE COUNTY
134 South Spring Street
Beaver Dam, WI 53916
(920) 885-9559

JUNEAU COUNTY
One Kennedy Street
PO Box 253
Mauston, WI 53948
(608) 847-1124

SAUK COUNTY
505 Broadway
Job Center, 2nd Floor
Baraboo, WI 53913
(608) 355-4812