

Riverside County Housing and Workforce Services
3403 Tenth Street, Suite 300
Riverside, CA 92501
951-955-0784

**FIRST TIME PLHABUYER PROGRAM (FTHB PLHA)
REQUEST FOR FUNDING CHECKLIST**

PLHA FTHB FILE #: _____

HOMEBUYER NAME: _____

**** ALL ITEMS FOR PHASE II MUST BE SUBMITTED TO HWS AS A WHOLE PACKET ****

Upon receipt and review of all items, HWS will be in a position to issue written email County authorization forms to release our funds and close.

- Lender to submit the following items to Riverside County HWS.
- Outstanding items noted in written Funding Reservation Letter
 - Repair Certification – Written Proof that items listed on the HWS repair request letter have been repaired or replaced as requested (This must be in the form of a signed letter by a licensed contractor or the original inspector, itemizing the items which were repaired)
- Escrow to submit the following items to Riverside County HWS.
- PLHA FTHB Escrow Officer Checklist (signed by the Escrow Officer))
 - PLHA FTHB Disclosure Statement (signed original)
 - PLHA FTHB Itemization of amount financed (signed original)
 - PLHA FTHB Promissory Note (signed original)
 - PLHA FTHB Subordinate Deed of Trust (certified copy)
 - PLHA FTHB Request for Notice (certified copy)
 - Proof of Property Insurance listing Riverside County as additional insured, as per lender instructions.
 - Evidence one-year Home Warranty to include coverage for all major components, as per lender instructions.
 - Estimated Settlement Statement on Escrow Letterhead, showing home warranty & Alt A 2nd lenders title policy premium.
 - Certified copy of fully executed escrow instructions & amendments (i.e., vesting, LRT, etc.)

NOTE:

- -Escrow submits a copy of its Final Closing Settlement Statement within ten (10) working days after closing.
- -Title Company provides HWS with original recorded SDOT and RFN.
- -Title Company provides HWS with a copy of the Title Insurance Policy insuring the County's Interest in the property within ten (10) working days.