



# Portland Housing Bureau

Commissioner Dan Ryan • Director Shannon Callahan

## Lender DPAL Credit Packet List

**Lenders, please submit all applicable documentation below for the DPAL Credit Packet:**

1. Proof of current income for borrower(s) such as:
  - a. one month of current pay stubs that includes wages year to date; and **or**
  - b. award letters for all borrower(s), **and**
  - c. the most recent 2 years of W-2s for borrower(s).
2. The most recent three years of federal tax returns to verify first time homebuyer status. If self-employed, also provide an up-to-date profit and loss statement for the current year.
3. A credit approval letter from a first mortgage lender for a 30-year fixed rate loan. The approval letter must demonstrate that the application has been fully underwritten including a credit approval, credit scores and the underwriter's signature. (DU approval is ok)
4. Most recent two months' bank statements, investments, 401k etc for all accounts.
5. A copy of the signed Uniform Loan Application (1003) that was submitted to the first mortgage lender.
6. A copy of the Loan Estimate Disclosure provided by the first mortgage lender.
7. Proof that the borrower has at least \$500 of the purchase price of their own funds to purchase the home. This can be a copy of the receipt for the earnest money, or the Settlement Statement at closing.
8. A fully executed and accepted Purchase and Sale Agreement for an eligible property located in either the Interstate Corridor, Lents Town Center Urban Renewal Area (URA) or CDBG (Citywide) funds.
9. Preliminary Title Report
10. Homebuyer Education Completion Certificate (if available)
11. Copy of Property Appraisal
12. Credit Report

Complete credit packets may be delivered, emailed ([bev.keagbine@portlandoregon.gov](mailto:bev.keagbine@portlandoregon.gov)) or mailed to:

**Bev Keagbine**  
**Portland Housing Bureau**  
**Neighborhood Housing Program**  
**1900 SW 4<sup>th</sup> Avenue, Suite 7007**  
**Portland OR 97201**