

# COVENANT DPA ELIGIBILITY DOCUMENT CHECKLIST

## For Lender use Only

This checklist is to be completed by the originating loan officer to identify and document a potential borrower's eligibility for the Covenant Downpayment Assistance Program.

Review and confirmation of eligibility by WSHFC PRIOR to homebuyer(s) going under contract and is required PRIOR to lender reserving loan funds. Documents should be legible and in English.

Please expect review turn times from 48 – 72 hours from receipt of submission.

Lending Institution \_\_\_\_\_

Loan Originator name \_\_\_\_\_

Loan Originator Email \_\_\_\_\_ Phone \_\_\_\_\_

Has LO completed the required [Covenant DPA Program training](#) (Advanced DPA Training)  Yes  No ? (Must be completed prior to document review submission and reserving funds)

Is the borrower currently under contract on a property?  Yes  No

### COMPLETION OF SECTIONS A - D REQUIRED

#### SECTION A –

At least one eligible borrower must occupy the home and have been (or have a parent, grandparent or great-grandparent who was) a Washington resident before April 11, 1968. The borrower is required to provide records that show a person's address on or about a specific date (before April 11, 1968) or include a reference indicating that a person was a resident of a specific city or area (in Washington state) on or about a specific date. Acceptable records **such as genealogical records, vital records, church records, military records, probate records, public records, school records, census data, newspaper clippings, and other similar documents** may be submitted.

1. Borrower's full name: \_\_\_\_\_
  - a. Did the borrower live in Washington state prior to April 11, 1968?  Yes  No
  - b. If yes, name of document(s) used to verify: \_\_\_\_\_  
Go to SECTION B
  - c. If no, go to next step
2. Borrower's parent(s) name: \_\_\_\_\_
  - a. Did a parent live in Washington state prior to April 11, 1968?  Yes  No
  - b. If yes, name of parent and document(s) used to verify: \_\_\_\_\_  
Go to SECTION B
  - c. If no, go to next step
3. Borrower's grandparent(s) name: \_\_\_\_\_
  - a. Did a grandparent live in Washington state prior to April 11, 1968?  Yes  No
  - b. If yes, name of grandparent and document(s) used to verify: \_\_\_\_\_  
Go to SECTION B
  - c. If no, go to next step
4. Borrower's great-grandparent's name: \_\_\_\_\_
  - a. Did a great grandparent live in Washington state prior to April 11, 1968?  Yes  No
  - b. If yes, name of great grandparent and document(s) used to verify: \_\_\_\_\_  
Go to SECTION B
  - c. If no, go to next SECTION

#### SECTION B –

The pre-1968 resident must be in one of the categories identified in the Covenant study:

Black, Hispanic, Native American (tribe)\*\*, Alaska Native (tribe)\*, Native Hawaiian, Pacific Islander\*\*\*, Korean, or Asian Indian.

DNA tests, attestations, and photographs alone are not adequate documentation.

- 1. Name and race of the pre-1968 party above? \_\_\_\_\_
- a. Name of document(s) used to verify race: \_\_\_\_\_

**SECTION C –**

Additional documentation required for review.

- 1. Provide a copy of Borrower’s valid Washington state driver’s license or WA State ID.\*  
\*Homebuyer(s) must be a Washington resident both at time of application to the program and at the time they purchase a home. Other documents may be requested if residency is questionable at any time during the process for the program.
- 2. Do you have a signed LOE from borrower describing their family’s experience with housing discrimination?  
 Yes  No
- 3. Have you fully documented any name changes of persons listed in Sections A & B?  Yes  No

**SECTION D –**

Use this space for additional explanation of family history and documentation.

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Email this form and the required documentation to [HomeDocs@wshfc.org](mailto:HomeDocs@wshfc.org)

The U.S. Census follows the U.S. Office of Management and Budget definitions for these categories:

\*American Indian/Alaska Native: Individuals with origins in any of the original peoples of North, Central, and South America, including, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.

\*\*Pacific Islanders: Individuals with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.