



CITY OF DELTONA
PLANNING AND DEVELOPMENT SERVICES
COMMUNITY DEVELOPMENT-HOUSING PROGRAM
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SHIP PURCHASE ASSISTANCE PROGRAM

CHECK REQUEST & CLOSING AGENT INSTRUCTIONS

CHECK REQUEST

- Submissions of the following documents are required (no exceptions).
 - Current Executed Sales Contract
 - Lender Contract Information Letter /Participation Agreement (must include estimated closing date).
 - Preliminary HUD 1 (Must be labeled Deltona SHIP Funds and show amount of requested funding.)

CLOSING AGENT

- Provide Pre-HUD (necessary to order funding check – *minimum 30 days prior closing*) Must Show SHIP funds on HUD 1 Settlement Statement
- Final HUD (two working days prior to closing) for approval by SHIP Administration
- 1st Note and Mortgage (approved by SHIP) prior to release of funding check.
- Agent shall send a courier to pick up the SHIP check and closing documents. No other agent is authorized.