



## Home Grants “Set-up” Procedures

1. Please complete the EZ Grant Request with as much data as possible. You have two ways you can submit your EZ Grant Request to Home Grants. You can either register by Fax at (702) 385-4055 or online at [www.HousingAssistance.com](http://www.HousingAssistance.com), this will enable us to register the applicant and Set-up the Home Grant.
1. Once processed we will issue a “Pre-approval” to your client. The File will then be listed as an “Active” Grant. The Pre-approval will include the Lenders Name and will be faxed to the lenders office or the requested fax. **You can expect Grant a Notification receipt and the pre-approval within 24 - 48 hours. If you Do Not receive a Grant Notification please Contact us at (702) 385-3973 or Re-send the Grant Request to (702) 385-4055.**
2. Required “Education” The Home Grants Educators will contact the Applicants to complete the necessary education requirements. An education certificate will be issued to the clients upon completion of the courses. Copy of education completion certificate furnished to Lender upon request.
3. Next Stage is “Pre-Closing”, during the process the need for the “Gift Letter” will arise. Prior to us sending the Gift letter, we will require some documentation The Lender supplies Home Grants the FHA 92900-Pur (Macaw) or FNMA1008 form and the Typed 1003. These items will be needed within 24-48 hours of funding. This will give us the needed information to issue the Gift Certificate and Quality Control the File for accuracy.
4. “Loan Closing “ Please Notify Home Grants of the Closing and funding if possible at least 24-48 hours prior to funding. Please provide the Name of Title Company, Title Company Phone and Fax Number, Escrow Number and Final Grant amount. You can notify us of confirmation of the scheduled closing at (702) 385-3973 or by faxing notification to (702) 385-4055 or by e-mailing us at [Homegrants@aol.com](mailto:Homegrants@aol.com). Home Grants will contact the Title Company and arranges for the Grant to be wired to the Title Company escrow account for Funding.

**Fax your Request to “ (702) 385-4055”**

**For additional information**

**Contact our Customer Service At: (702)-385-3973**