

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
Neighborhood Stabilization Program**

DRAW REQUEST Checklist for Closing Funds		
Contract Administrator		
Contract #	Activity #	Closing Date
Acquisition Amount	\$	
Closing Costs (activity delivery)	\$	
Reimbursement (POC) (activity delivery)	\$	
Seller Credits ( - )	\$	
Prorated taxes/other (+/-)	\$	
Total Draw Amount	\$	
Payee		
Borrower:		
Property Address:		
Unresolved "disapproved" electronic Draw Requests remaining in the online TDHCA Housing Contract System for 30 or more days from the "Date Submitted" will be placed into "Pending" status. The CA is responsible for follow-up on all "pending" or "disapproved" electronic requests.		
CA	Required Supporting Documents	
	Title Company: Application for Texas Identification Number (at least 2 weeks prior to funding)	
	Title Company: Letter to Comptroller	
	Borrower's Authorization Letter	
	Preliminary HUD-1	

Contract Administrator's Certification: In accordance with the requirements of the Neighborhood Stabilization Program (NSP), I have reviewed, verified, and confirmed the information provided herein, and hereby certify that it is true and correct.		
_____		_____
Contract Administrator Signature		Date
For NSP Use Only:		
	DRGR Code	Amount
_____		_____
NSP Program Specialist		Date