

# USD Faculty Home Buying Assistance Program Process Checklist

**Related Documents:** Program Guide, Pre-Approval Application, Current Benefit Parameters

*Begin the preliminary qualification process to determine if you are eligible for participation in the Faculty Home Buying Assistance Program (the Program), and if the Program is right for you.*

1. Read the complete **Program Guide** and applicable period **Benefit Parameters**. \_\_\_\_\_

2. Submit your **Pre-Approval Application** to the Finance Office \_\_\_\_\_  
Email: [facultyhomebuying@sandiego.edu](mailto:facultyhomebuying@sandiego.edu)

3. Notify your Supervising Dean that pre-approval application was submitted \_\_\_\_\_  
Finance will route application to Dean, VP Finance and Provost via DocuSign

4. Submit **Federal Tax Return(s)** directly to Office of Finance \_\_\_\_\_  
Do not include with your Pre-approval Application

5. Obtain **Certificate of Participation** Issued by Office of Finance \_\_\_\_\_

*Begin first mortgage lender search. Please advise the Finance Office if you are interested in using USD's preferred lender.*

6. Notify USD upon open of escrow at [facultyhomebuying@sandiego.edu](mailto:facultyhomebuying@sandiego.edu) \_\_\_\_\_  
\_\_\_\_\_

7. Provide Office of Finance ([facultyhomebuying@sandiego.edu](mailto:facultyhomebuying@sandiego.edu)) with: \_\_\_\_\_  
a. Escrow Instructions and contact Escrow officer information \_\_\_\_\_  
b. Preliminary Title Report with order number \_\_\_\_\_  
c. Anticipated closing date \_\_\_\_\_  
d. Lender contact information \_\_\_\_\_

**Office of Finance will be in constant contact with participant through the escrow process**

8. **Document Execution (to be scheduled by Office of Finance)** \_\_\_\_\_  
a. Promissory Note & Exhibit A  
b. Request for Notice of Default  
c. TILA Statement  
d. Second Deed of Trust

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**9. Execute Subsidy Agreement**

Two or three-party subsidy agreement (if applicable) with Bank and/or USD

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**10. Sign Final Program Documents with Office of Finance**

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- a. Taxable Event Schedule and Benefit Summary
- b. Benefit Detail and Payroll Notification

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**Notices:** Be prepared to submit additional documentation that may be required during this process.