

## VA LOAN DELIVERY CHECKLIST

SERVICER LOAN # \_\_\_\_\_

Borrower Name \_\_\_\_\_

Originating Lender \_\_\_\_\_

Lender Contact \_\_\_\_\_

Contact AC &amp; Phone \_\_\_\_\_

Contact AC &amp; Fax \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

**BOND PROGRAM COMPLIANCE DOCUMENTS AND THE ITEMS LISTED BELOW CONSTITUTE A COMPLETE, PURCHASABLE FILE. A SEPARATE CHECKLIST IS PROVIDED FOR BOND COMPLIANCE DOCUMENTS. PLEASE USE IT TO ASSEMBLE THE FILE FOLDER OF COMPLIANCE DOCUMENTS THAT IS INCLUDED WITH THIS PACKAGE.**

**Instructions: PLEASE NOTE (1) USE THIS CHECKLIST AS A COVER (2) ACCO-FASTEN THE ITEMS LISTED IN ORDER SHOWN. (3) ORIGINALS OF NOTES REQUIRED (4) COPIES OF ALL OTHER DOCUMENTS ARE ACCEPTABLE, (5) PLEASE INCLUDE ADDITIONAL COPIES WHERE NOTED, AND (5) DO NOT USE A FILE FOLDER.**

**PLEASE NOTE THAT THE LOAN MUST BE VA INSURED IF DELIVERED MORE THAN 90 DAYS FROM CLOSING**

1. \_\_\_\_\_ CURRENT PAYMENT HISTORY
2. \_\_\_\_\_ **ORIGINAL** NOTE + 1 COPY
3. \_\_\_\_\_ NAME AFFIDAVIT, IF APPLICABLE
4. \_\_\_\_\_ MORTGAGE/DEED OF TRUST + 1 COPY
5. \_\_\_\_\_ **ORIGINAL** SECOND NOTE/ LIEN/HOME MTG ASSISTANCE CONTRACT + 1 COPY, IF APPLICABLE
6. \_\_\_\_\_ SECOND MORTGAGE/DEED OF TRUST/LIEN + 1 COPY, IF APPLICABLE
7. \_\_\_\_\_ LOAN ACKNOWLEDGMENT FORM
8. \_\_\_\_\_ TAX-EXEMPT RIDER
9. \_\_\_\_\_ CONDO/PUD/RIDERS, IF APPLICABLE
10. \_\_\_\_\_ ASSIGNMENT OF MORTGAGE + 1 COPY
11. \_\_\_\_\_ FIRST PAYMENT LETTER
12. \_\_\_\_\_ FINAL HUD-I + 1 COPY
13. \_\_\_\_\_ AGGREGATE ESCROW ANALYSIS DISCLOSURE + 1 COPY
14. \_\_\_\_\_ TITLE COMMITMENT **OR** SHORT FORM TITLE POLICY + 1 COPY
15. \_\_\_\_\_ TAX CERTIFICATION + 1 COPY
16. \_\_\_\_\_ HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT + 1 COPY
17. \_\_\_\_\_ MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) +1 COPY
18. \_\_\_\_\_ FLOOD CERTIFICATION & DISCLOSURES + 1 COPY
19. \_\_\_\_\_ FLOOD INSURANCE BINDER. IF APPLICABLE, WITH 1 YR. PROOF OF PAYMENT + 1 COPY
20. \_\_\_\_\_ WIND/HAIL INSURANCE, IF APPLICABLE
21. \_\_\_\_\_ ORIGINAL BUYDOWN AGREEMENT, IF APPLICABLE
22. \_\_\_\_\_ W-9 FORM FOR PRIMARY BORROWER
23. \_\_\_\_\_ IRS FORM 4506 OR 8821
24. \_\_\_\_\_ FINAL TYPED LOAN APPLICATION, SIGNED & DATED BY ALL PARTIES
25. \_\_\_\_\_ SURVEY, IF APPLICABLE
26. \_\_\_\_\_ FINAL TRUTH-IN-LENDING
27. \_\_\_\_\_ TERMITE REPORT / SOIL TREATMENT GUARANTEE
28. \_\_\_\_\_ VERIFICATION OF PAID VA FUNDING FEE (ON HUD ACCEPTABLE)
29. \_\_\_\_\_ VA 26-1866A - CERTIFICATE OF COMMITMENT
30. \_\_\_\_\_ VA 26-1843 - VA CERTIFICATE OF REASONABLE VALUE, IF APPLICABLE
31. \_\_\_\_\_ VA26-6393 - LOAN ANALYSIS
32. \_\_\_\_\_ VA1820-26 REPORT & CERTIFICATION OF LOAN DISBURSEMENT
33. \_\_\_\_\_ COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT
34. \_\_\_\_\_ DETAIL OF UNDERWRITING CONDITIONS
35. \_\_\_\_\_ UNDERWRITERS APPROVAL
36. \_\_\_\_\_ CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT).
37. \_\_\_\_\_ HOME BUYER EDUCATION CERTIFICATE, IF APPLICABLE
38. \_\_\_\_\_ **CREDIT UNDERWRITING PACKAGE:** TRANSMITTAL SUMMARY, HANDWRITTEN LOAN APPLICATION, PURCHASE AGREEMENT, FINAL INSPECTIONS, APPRAISAL, CREDIT REPORTS, NOTICE OF SALE AND ASSIGNMENT OF SERVICING RIGHTS, VOE'S/VOD'S OR ALT DOCUMENTATION, GOOD FAITH ESTIMATE, INITIAL TRUTH-IN-LENDING, SALES CONTRACT, MISC. REC'D DOCUMENTS.