

**CONVENTIONAL 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 MUST BE 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) PLEASE DO NOT USE A FILE FOLDER.**

Please check correct program, if applicable \_\_\_\_\_ HFA Home SFC 359 \_\_\_\_\_ HFA Community Solutions SFC 481

\_\_\_\_\_ Community Home Buyer's Program SFC 061 \_\_\_\_\_ Fannie 3/2 SFC 074 \_\_\_\_\_ Fannie 97 SFC 121

MyCommunity: \_\_\_\_\_ 97% LTV & below SFC 460 \_\_\_\_\_ 97% up to 100% LTV SFC 480

\_\_\_\_\_ Community Solutions SFC 481 \_\_\_\_\_ HomeChoice SFC 222

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. \_\_\_\_\_ BUYDOWN AGREEMENT, IF APPLICABLE
22. \_\_\_\_\_ COMPLETED & SIGNED MI CERTIFICATE + 1 COPY
23. \_\_\_\_\_ PROOF OF PAYMENT TO THE MI COMPANY, IF APPLICABLE + 1 COPY
24. \_\_\_\_\_ W-9 FORM FOR PRIMARY BORROWER
25. \_\_\_\_\_ IRS FORM 4506 OR 8821
26. \_\_\_\_\_ FINAL TYPED LOAN APPLICATION, SIGNED & DATED BY ALL PARTIES
27. \_\_\_\_\_ SURVEY, IF APPLICABLE
28. \_\_\_\_\_ FINAL TRUTH-IN-LENDING
29. \_\_\_\_\_ ASSURANCE/WARRANTY OF COMPLETION
30. \_\_\_\_\_ TERMITE REPORT/SOIL TREATMENT GUARANTEE
31. \_\_\_\_\_ COMPLIANCE OR ERRORS OR OMISSIONS AGREEMENT
32. \_\_\_\_\_ 1008 UNIFORM UNDERWRITING TRANSMITTAL
33. \_\_\_\_\_ DETAIL OF UNDERWRITING CONDITIONS AT CLOSING
34. \_\_\_\_\_ CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT).
35. \_\_\_\_\_ IF APPLICABLE, HOMEBUYER EDUCATION CERTIFICATE
36. \_\_\_\_\_ **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