

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 LOAN MUST BE FHA 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. \_\_\_\_\_ DPA MEMO
14. \_\_\_\_\_ AGGREGATE ESCROW ANALYSIS DISCLOSURE + 1 COPY
15. \_\_\_\_\_ TITLE COMMITMENT OR SHORT FORM TITLE POLICY + 1 COPY
16. \_\_\_\_\_ TAX CERTIFICATION- 1 COPY
17. \_\_\_\_\_ HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT + 1 COPY
18. \_\_\_\_\_ MORTGAGEE CLAUSE LETTER (HAZARD/FLOOD) + 1 COPY
19. \_\_\_\_\_ FLOOD CERTIFICATION AND DISCLOSURES + 1 COPY
20. \_\_\_\_\_ FLOOD INSURANCE BINDER, IF APPLICABLE, WITH 1 YR. PROOF OF PAYMENT + 1 COPY
21. \_\_\_\_\_ WIND HAIL INSURANCE (IF APPLICABLE)
22. \_\_\_\_\_ BUYDOWN AGREEMENT, IF APPLICABLE
23. \_\_\_\_\_ REHAB AGREEMENT, IF APPLICABLE & 1 COPY
24. \_\_\_\_\_ W-9 FORM FOR PRIMARY BORROWER
25. \_\_\_\_\_ FINAL TYPED LOAN APPLICATION, SIGNED & DATED BY ALL PARTIES
26. \_\_\_\_\_ MORTGAGE CREDIT ANALYSIS WORKSHEET (MCAW)
27. \_\_\_\_\_ HUD 92900A - DIRECT ENDORSEMENT APPROVAL
28. \_\_\_\_\_ SURVEY, IF APPLICABLE
29. \_\_\_\_\_ FINAL TRUTH-IN-LENDING
30. \_\_\_\_\_ ASSURANCE/WARRANTY OF COMPLETION, IF APPLICABLE
31. \_\_\_\_\_ TERMITE REPORT / SOIL TREATMENT GUARANTEE
32. \_\_\_\_\_ MIP TRANSMITTAL FORM
33. \_\_\_\_\_ COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT
34. \_\_\_\_\_ IRS FORM 4506 OR 8821
35. \_\_\_\_\_ CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT).
36. \_\_\_\_\_ IF APPLICABLE, HOMEBUYER EDUCATION CERTIFICATE
37. \_\_\_\_\_ UNDERWRITER'S APPROVAL (MANUAL OR AUTOMATED) IF AUTOMATED CLUES ENCLOSED
38. \_\_\_\_\_ DETAIL OF UNDERWRITING CONDITIONS AT CLOSING
39. \_\_\_\_\_ **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.