

RHS LOAN DELIVERY CHECKLIST
IDA of Phoenix/Maricopa 2004 Program

BORROWER _____ **USBHM LOAN #** _____

ORIGINATING LENDER _____ **LENDER CONTACT** _____
PHONE/FAX # _____

- CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT, APPLICABLE ONLY TO US Bank UNDERWRITTEN LOANS)
- CURRENT PAY HISTORY
- ORIGINAL NOTE & **1 COPY**
- NAME AFFIDAVIT, IF APPLICABLE - **1 COPY**
- ORIGINAL 2ND NOTE & **1 COPY**, ENDORSED TO ADFA

- MORTGAGE - **2 COPIES**
- RHS OR CONVENTIONAL TAX EXEMPT RIDER/CONDO-PUD RIDER (IF APPLICABLE) - **2 COPIES**
- 2ND MORTGAGE - **2 COPIES**, (PG. 10 MUST BE EXECUTED AND NOTARIZED)

- ASSIGNMENT OF MORTGAGE - **2 COPIES**
- 2ND ASSIGNMENT OF MORTGAGE - **2 COPIES** (ASSIGNED TO ADFA)

- FIRST PAYMENT LETTER
- HUD-I & AGGREGATE ESCROW ANALYSIS DISCLOSURE - **2 COPIES**

- DPA MEMO

- COPY OF TITLE COMMITMENT **OR** SHORT FORM TITLE POLICY & **1 COPY**
- TAX CERTIFICATION & **1 COPY**
- ADFA DOCUMENTS (EXHIBIT L OR K) SIGNED BY ADFA REP.

- HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT & **1 COPY**
- MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - **2 COPIES**
- FLOOD CERTIFICATION & DISCLOSURES - **2 COPIES**
- FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE)& **1 COPY**
- WIND/HAIL INSURANCE (IF APPLICABLE)

- COPY OF BUYDOWN AGREEMENT, IF APPLICABLE

- COPY OF W-9 FOR PRIMARY BORROWER
- IRS FORM 4506 OR 8821

- FINAL TYPED LOAN APPLICATION WITH SIGNATURES & **CAIVRS#** TO APPEAR ON SIGNATURE LINE

- RHS CONDITIONAL COMMITMENT WITH SIGNATURES - RHS 1980-18
- EXECUTED RHS REQUEST FOR SFH LOAN GUARANTY - RHS 1980-21
- GUARANTEED LOAN CLOSING REPORT - 1980-19
- FMHA 1980-11
- LOAN MUST BE RHS INSURED IF LOAN IS OLDER THAN 90 DAYS FROM CLOSING

- SURVEY (IF APPLICABLE)

- FINAL TRUTH-IN-LENDING
- FINAL TRUTH-IN-LENDING (**2ND MORTGAGE**), IF APPLICABLE
- HOMEBUYER EDUCATION CERTIFICATE, (**2ND MORTGAGES ONLY**)

- WARRANTY OF COMPLETION / TERMITE REPORT / SOIL TREATMENT GUARANTEE

- NOTICE OF POTENTIAL RECAPTURE TAX (IF APPLICABLE)

- COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

- 1008 UNIFORM UNDERWRITING TRANSMITTAL
- COPIES OF UNDERWRITING CONDITIONS AT CLOSING

- 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, GOOD FAITH ESTIMATE, INITIAL TRUTH-IN-LENDING, SALES CONTRACT, MISC REC'D DOCUMENTS.

- RHS DOCUMENTS:** THERMAL REQUIRMENTS AND COMPLIANCE STANDARDS, WARRANTY COVERAGE, WATER QUALITY CHECK, EVIDENCE OF INSPECTED WASTEWATER SYSTEM,

DEFICIENCIES CORRECTED, PROPERTY SOUND & FUNCTIONALLY ADEQUATE & QUALIFIED INSPECTION.
RHS NEW CONSTRUCTION: CONSTRUCTION INSPECTION REPORT, FINAL INSPECTION, RHS 1924-25,
CERTIFIED PLANS & SPECS, & BUILDER WARRANTY
FORM 410-9 OR 410-10 PRIVACY ACT, EEO CLAUSE 400-1 OR 400-6 EOA