

CONVENTIONAL LOAN DELIVERY CHECKLIST

BORROWER _____ **PROGRAM** IDA of Phoenix/Maricopa 2004

ORIGINATING LENDER _____ **CONTACT** _____

PHONE _____

<input type="checkbox"/>	LOAN PRODUCT ACKNOWLEDGMENT	PRODUCT:	<input type="checkbox"/>	CHBP 95	<input type="checkbox"/>	MCM 97	<input type="checkbox"/>
<input type="checkbox"/>	CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT) <small>*Only required on USBHM underwritten loans</small>		<input type="checkbox"/>	FNMA 3/2	<input type="checkbox"/>	MCM 100	<input type="checkbox"/>
<input type="checkbox"/>	ORIGINAL NOTE & 1 COPY		<input type="checkbox"/>	FNMA 97	<input type="checkbox"/>	MCM HM CHOICE	<input type="checkbox"/>
<input type="checkbox"/>	NAME AFFIDAVIT, IF APPLICABLE - 2 COPIES		<input type="checkbox"/>	OTHER	<input type="checkbox"/>	MCM COM SOL 97/100	<input type="checkbox"/>
						HFA HOME	<input type="checkbox"/>
						HFA COMM SOLUTIONS	<input type="checkbox"/>

IDENTIFY OTHER _____

- MORTGAGE - **2 COPIES**
- CONVENTIONAL TAX EXEMPT RIDER / CONDO-PUD-1-4 FAMILY RIDER (IF APPLICABLE) - **2 COPIES**
- ASSIGNMENT OF MORTGAGE - **2 COPIES**
- FIRST PAYMENT LETTER
- HUD-1 & AGGREGATE ESCROW ANALYSIS DISCLOSURE - **2 COPIES**
- DPA MEMO
- COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY - **2 COPIES**
- TAX CERTIFICATION - **2 COPIES**
- HAZARD INSURANCE POLICY OR BINDER WITH 1 YR. PROOF OF PAYMENT - **2 COPIES**
- FLOOD CERTIFICATION & DISCLOSURES - **2 COPIES**
- FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE) - **2 COPIES**
- WIND/HAIL INSURANCE (IF APPLICABLE) - **2 COPIES**
- COPY OF BUYDOWN AGREEMENT, IF APPLICABLE - **2 COPIES**
- SIGNED MI CERTIFICATE / EVIDENCE OF PAYMENT TO MI COMPANY - **2 COPIES**
- COPY OF W-9 FOR PRIMARY BORROWER
- IRS FORM 4506 OR 8821 (FOR SELF-EMPLOYED BORROWERS ONLY OR IF UNDERWRITER REQUESTS)
- FINAL TRUTH-IN-LENDING
- FINAL TYPED LOAN APPLICATION
- ALTA 7 FOR MANUFACTURED HOMES
- SURVEY (IF NO ALTA 9)
- ASSURANCE /CERTIFICATE OF COMPLETION
- TERMITE REPORT / SOIL TREATMENT GUARANTEE IF REQUIRED FOR STATE
- COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT
- 1008 UNIFORM UNDERWRITING TRANSMITTAL
- UNDERWRITER'S APPROVAL WITH COPIES OF CONDITIONS IF APPLICABLE
- CREDIT UNDERWRITING PACKAGE:** INITIAL LOAN APPLICATION, INITIAL TRUTH-IN-LENDING PURCHASE AGREEMENT, FINAL INSPECTIONS, APPRAISAL, CREDIT REPORTS, NOTICE OF SALE AND ASSIGNMENT OF SERVICING RIGHTS, VOE'S & VOD'S OR ALT. DOCUMENTS, GOOD FAITH ESTIMATE.