

**CONVENTIONAL LOAN DELIVERY CHECKLIST
FLORIDA HOUSING FINANCE CORPORATION**

BORROWER _____ **USBHM LOAN #** _____

ORIGINATING LENDER _____ **LENDER CONTACT** _____

PHONE/FAX # _____

LOAN ACKNOWLEDGEMENT

<u>PRODUCT</u>	<u>SFC</u>	<u>PRODUCT</u>	<u>SFC</u>
<input type="checkbox"/> FNMA3/2	74	MCMSOLUTIONS	481
<input type="checkbox"/> HFAHME	359	MCMHOMECHOICE(DU)	325
<input type="checkbox"/> FNMA 97	121	MCMHOMECHOICE(MAN)	222
<input type="checkbox"/> MCM 97	460	MCM 100	480

OTHER **IDENTIFY OTHER:** _____

CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT)

CURRENT PAY HISTORY

ORIGINAL NOTE & 1 COPY

NAME AFFIDAVIT, IF APPLICABLE - 2 COPIES

ORIGINAL 2ND PROMISSORY NOTE, IF APPLICABLE & 1 COPY

MORTGAGE - 2 COPIES

CONVENTIONAL TAX EXEMPT RIDER / CONDO-PUD-1-4 FAMILY RIDER (IF APPLICABLE) - 2 COPIES

ASSIGNMENT OF MORTGAGE - 2 COPIES

2ND MORTGAGE - 2 COPIES, IF APPLICABLE

FIRST PAYMENT LETTER

HUD-1 & AGGREGATE ESCROW ANALYSIS DISCLOSURE - 2 COPIES

COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY - 2 COPIES

TAX CERTIFICATION - 2 COPIES

HOMEBUYER EDUCATION CERTIFICATE

HAZARD INSURANCE POLICY OR BINDER WITH 1 YR. PROOF OF PAYMENT - 2 COPIES

MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - 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 TYPED LOAN APPLICATION

FINAL TRUTH-IN-LENDING

2ND TRUTH-IN-LENDING (**HAMI LOANS ONLY**)

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, SALES CONTRACT, FINAL INSPECTIONS, APPRAISAL, CREDIT REPORTS, NOTICE OF SALE AND ASSIGNMENT OF SERVICING RIGHTS, VOE'S & VOD'S OR ALT. DOCUMENTS, GOOD FAITH ESTIMATE, 1008 UNIFORM UNDERWRITING TRANSMITTAL