

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

**BORROWER** \_\_\_\_\_ **USBHM LOAN #** \_\_\_\_\_

**ORIGINATING LENDER** \_\_\_\_\_ **LENDER CONTACT** \_\_\_\_\_  
**PHONE/FAX #** \_\_\_\_\_

- LOAN ACKNOWLEDGEMENT FORM
- 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 PROMISSORY NOTE, IF APPLICABLE & **1 COPY**

- MORTGAGE - **2 COPIES**
- FHA TAX EXEMPT RIDER/CONDO-PUD 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 & **1 COPY**
- TAX CERTIFICATION & **1 COPY**
- HOMEBUYER EDUCATION CERTIFICATE

- 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
- ORIGINAL REHAB AGREEMENT, IF APPLICABLE & **1 COPY**

- COPY OF W-9 FOR PRIMARY BORROWER
- FINAL TYPED LOAN APPLICATION

- MORTGAGE CREDIT ANALYSIS WORKSHEET (MCAW)
- HUD 92900A- DIRECT ENDORSEMENT APPROVAL
- LOAN MUST BE FHA INSURED IF OLDER THAN 90 DAYS FROM CLOSING

- SURVEY

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

- ASSURANCE / WARRANTY OF COMPLETION, IF APPLICABLE
- TERMITE REPORT / SOIL TREATMENT GUARANTEE

- MIP TRANSMITTAL FORM
- NOTICE OF POTENTIAL RECAPTURE TAX (IF APPLICABLE)
- COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT
- IRS FORM 4506 OR 8821
- UNDERWRITERS APPROVAL (MANUAL OR AUTOMATED ) IF AUTOMATED CLUES ENCLOSED
- 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.