

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

BORROWER _____

USBHM LOAN # _____

ORIGINATING LENDER _____

LENDER CONTACT _____

PHONE/FAX # _____

- LOAN ACKNOWLEDGEMENT
- 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**
- VA TAX EXEMPT RIDER /PUD RIDER (IF APPLICABLE) - **2 COPIES**
- ASSIGNMENT OF MORTGAGE - **2 COPIES**
- 2ND MORTGAGE - **2 COPIES**, IF APPLICABLE

- FIRST PAYMENT LETTER

- HUD-I & 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)

- BUYDOWN AGREEMENT (IF APPLICABLE)

- COPY OF W-9 FOR PRIMARY BORROWER

- IRS FORM 4506 OR 8821

- FINAL TYPED LOAN APPLICATION

- SURVEY (IF APPLICABLE)

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

- TERMITE REPORT / SOIL TREATMENT GUARANTEE

- NOTICE OF POTENTIAL RECAPTURE TAX (IF APPLICABLE)

- VERIFICATION OF PAID VA FUNDING FEE (ON HUD ACCEPTABLE)

- VA26-1866A - CERTIFICATE OF COMMITMENT
- VA26-1843 - VA CERTIFICATE OF REASONABLE VALUE, IF APPLICABLE
- VA26-6393 - LOAN ANALYSIS
- VA1820-26 - REPORT & CERTIFICATION OF LOAN DISBURSEMENT
- LOAN MUST BE VA INSURED IF OLDER THAN 90 DAYS FROM CLOSING

- COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

- COPY OF UNDERWRITING CONDITIONS

- UNDERWRITERS APPROVAL

- 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.