

CONVENTIONAL LOAN DELIVERY CHECKLIST

MIAMI-DADE

BORROWER _____

USBHM LOAN # _____

ORIGINATING LENDER _____

LENDER CONTACT _____

PHONE/FAX # _____

PRODUCT	SFC	PRODUCT	SFC	PRODUCT	SFC
<input type="checkbox"/> FNMA 95	61	COMMUNITY 2NDS	118	<input type="checkbox"/> SMART COMMUTE	<input type="checkbox"/> 324
<input type="checkbox"/> FNMA3/2	74	MCMSOLUTIONS	481	<input type="checkbox"/>	<input type="checkbox"/> 278
<input type="checkbox"/> HFAHME	359	MCMHOMECHOICE(DU)	325	<input type="checkbox"/>	
<input type="checkbox"/> FNMA 97	121	MCMHOMECHOICE(MAN)	222	<input type="checkbox"/>	
<input type="checkbox"/> MCM 97	460	MCM 100	480	<input type="checkbox"/>	
<input type="checkbox"/> SECTION 8	445	OTHER			

IDENTIFY OTHER: _____

CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT)

CURRENT PAY HISTORY

ORIGINAL NOTE & 1 COPY

NAME AFFIDAVIT, IF APPLICABLE & 1 COPY

COPY OF 2ND PROMISSORY NOTE, IF APPLICABLE (HOME 2ND ONLY) - 2 COPIES

ORIGINAL 2ND NOTE, IF APPLICABLE (ADDI ONLY) & 1 COPY

MORTGAGE - 2 COPIES

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

2ND MORTGAGE, IF APPLICABLE - 2 COPIES (HOME & ADDI)

COPY OF RECAPTURE SCHEDULE (HOME & ADDI ONLY)

ASSISTANCE PROGRAM DISCLOSURE, IF APPLICABLE

ASSIGNMENT OF MORTGAGE - 2 COPIES

FIRST PAYMENT LETTER (COPY)

HUD-1 & AGGREGATE ESCROW ANALYSIS DISCLOSURE & 1 COPY

TITLE COMMITMENT/SHORT FORM TITLE POLICY & 1 COPY

TAX CERTIFICATION & 1 COPY

HOMEBUYER EDUCATION CERTIFICATE

HAZARD INSURANCE POLICY/BINDER W/ 1YR. PROOF OF PAYMENT & 1 COPY

MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) & 1 COPY

FLOOD CERTIFICATION & DISCLOSURES & 1 COPY

FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT, IF APPLICABLE & 1 COPY

WIND/HAIL INSURANCE, IF APPLICABLE & 1 COPY

BUYDOWN AGREEMENT, IF APPLICABLE & 1 COPY

MI CERTIFICATE, SIGNED / EVIDENCE OF PAYMENT TO MI COMPANY & 1 COPY

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

INITIAL & FINAL TRUTH -IN-LENDING

LEAD BASED PAINT DOCUMENTATION (HOME BUILT PRIOR TO 1978) ADDI & HOME ONLY

LEAD PAINT DISCLOSURE

INSPECTION W/ REPORT FROM INSPECTOR

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, PURCHASE AGREEMENT, SALES CONTRACT, CREDIT REPORTS, VOE'S, VOD'S, APPRAISAL, FINAL INSPECTIONS, NOTICE OF SALE AND OR TRANSFER OF SERVICING RIGHTS, GOOD FAITH ESTIMATE, MISC. REC'D. DOCUMENTS