

FHA LOAN DELIVERY CHECKLIST

Rev.4.05
MIAMI-DADE

BORROWER _____

USBHM LOAN # _____

ORIGINATING LENDER _____

LENDER CONTACT _____

PHONE/FAX # _____

- 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**
- COPY OF 2ND PROMISSORY NOTE, IF APPLICABLE (HOME 2ND ONLY!! - 2 COPIES**
- ORIGINAL 2ND NOTE, IF APPLICABLE - **1 COPY (ADDI ONLY)**

- MORTGAGE - **2 COPIES**
- FHA TAX EXEMPT RIDER/CONDO-PUD 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 WITH 1 YR. PROOF OF PAYMENT & **1 COPY**
- MORTGAGEE CLAUSE LETTER (HAZARD/FLOOD) & **1 COPY**
- FLOOD CERTIFICATION & **1 COPY**
- FLOOD INSURANCE BINDER W/ 1YR. PROOF OF PAYMENT, IF APPLICABLE & **1 COPY**
- WIND/HAIL INSURANCE, IF APPLICABLE & **1 COPY**

- BUYDOWN AGREEMENT, IF APPLICABLE & **1 COPY**
- 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
- INITIAL & FINAL TRUTH-IN-LENDING

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

- LEAD PAINT DISCLOSURE
- INSPECTION W/ REPORT
- 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, HANDWRITTEN LOAN APPLICATION, PURCHASE AGREEMENT, SALES CONTRACT, CREDIT REPORTS, VOE'S, VOD'S, APPRAISAL, FINAL INSPECTIONS, NOTICE OF SALE/ASSIGNMENT TRANSFER OF SERVICING RIGHTS, GOOD FAITH ESTIMATE, MISC. REC'D. DOCUMENTS.