

RHS 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 (**ADDI ONLY!!**) & **1 COPY**

- MORTGAGE - 2 COPIES**
- RHS OR CONVENTIONAL 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 WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE)& **1 COPY**
- WIND/HAIL INSURANCE, IF APPLICABLE & **1 COPY**

- BUYDOWN AGREEMENT, IF APPLICABLE & **1 COPY**
- COPY OF W-9 FOR PRIMARY BORROWER
- IRS FORM 4506 OR 8821

- FINAL TYPED LOAN APPLICATION WITH SIGNATURES & **CAIVRS#** TO APPEAR ON SIGNATURE LINE
- RHS CONDITIONAL COMMITMENT WITH SIGNATURES - RHS 1980-18
- EXECUTED RHS REQUEST FOR SFH LOAN GUARANTY - RHS 1980-21
- GUARANTEED LOAN CLOSING REPORT - 1980-19
- FMHA 1980-11
- LOAN MUST BE RHS INSURED IF LOAN IS OLDER THAN 90 DAYS FROM CLOSING

- SURVEY (IF APPLICABLE)
- INITIAL & FINAL TRUTH-IN-LENDING

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

- LEAD PAINT DISCLOSURE
- LEAD PAINT INSPECTION w/ REPORT
- WARRANTY OF COMPLETION / TERMITE REPORT / SOIL TREATMENT GUARANTEE

- NOTICE OF POTENTIAL RECAPTURE TAX (IF APPLICABLE)
- COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

- UNDERWRITER'S APPROVAL WITH COPIES OF CONDITIONS, IF APPLICABLE
- CREDIT UNDERWRITING PACKAGE:** 1008 UNDERWRITING TRANSMITTAL, HANDWRITTEN LOAN APPLICATION PURCHASE AGREEMENT, SALES CONTRACT, CREDIT REPORTS, VOE'S, VOD'S, APPRAISAL, FINAL INSPECTIONS NOTICE OF SALE/ASSIGNMENT & OR TRANSFER OF SERVICING RIGHTS, GOOD FAITH ESTIMATE, MISC. REC'VD. DOCUMENTS.

- RHS DOCUMENTS:** THERMAL REQUIREMENTS AND COMPLIANCE STANDARDS, WARRANTY COVERAGE, WATER QUALITY CHECK, EVIDENCE OF INSPECTED WASTEWATER SYSTEM, DEFICIENCIES CORRECTED, PROPERTY SOUND & FUNCTIONALLY ADEQUATE & QUALIFIED INSPECTION. RHS NEW CONSTRUCTION: CONSTRUCTION INSPECTION REPORT, FINAL INSPECTION, RHS 1924-25, CERTIFIED PLANS & SPECS, & BUILDER WARRANTY FORM 410-9 OR 410-10 PRIVACY ACT, EEO CLAUSE 400-1 OR 400-6 EOA