

VA 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**
- VA TAX EXEMPT RIDER /PUD RIDER (IF APPLICABLE) - **2 COPIES**
- 2ND MORTGAGE, IF APPLICABLE - **2 COPIES (HOME & ADDI)**
- COPY OF RECAPTURE SCHEDULE (**HOME & ADDI**)
- 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/ 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

SURVEY (IF APPLICABLE)

INITIAL & FINAL TRUTH-IN-LENDING

- TERMITE REPORT / SOIL TREATMENT GUARANTEE
- LEAD BASED PAINT DOCUMENTATION (HOME BUILT PRIOR TO 1978) - ADDI & HOME ONLY!**
- LEAD PAINT DISCLOSURE
- LEAD PAINT INSPECTION W/ REPORT

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
- NOTICE OF POTENTIAL RECAPTURE TAX (IF APPLICABLE)

- 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.