

**RHS 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
 RHS OR CONVENTIONAL TAX EXEMPT RIDER/CONDO-PUD RIDER (IF APPLICABLE) - 2 COPIES
 ASSIGNMENT OF MORTGAGE - 2 COPIES
 2ND MORTGAGE - 2 COPIES, IF APPLICABLE

FIRST PAYMENT LETTER
 DPA ASSISTANCE PROGRAM ACKNOWLEDGEMENT, IF APPLICABLE (**CHECK APPLICABLE PROGRAM**)
HOME _____ HAP _____
HAMI _____ 3% CASH _____

HUD-1 & 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)

COPY OF BUYDOWN AGREEMENT, IF APPLICABLE
 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)

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

WARRANTY OF COMPLETION / TERMITE REPORT / SOIL TREATMENT GUARANTEE

NOTICE OF POTENTIAL RECAPTURE TAX (IF APPLICABLE)

COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

1008 UNIFORM UNDERWRITING TRANSMITTAL
 COPIES OF UNDERWRITING CONDITIONS AT CLOSING

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.

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