

**CONVENTIONAL LOAN DELIVERY CHECKLIST****(6-04) SERVICER LOAN # \_\_\_\_\_**

Borrower Name

Originating Lender

Lender Contact

Contact AC &amp; Phone

Contact AC &amp; Fax

Contact E-Mail Address:

**MINNEAPOLIS - SAINT PAUL 2004**

**CONVENTIONAL LOANS, PLEASE CHECK IF SPECIAL PRODUCT:**  HFA Home 359  HFA Community Solutions 481  
 Community Home Buyer's Program 061  Fannie 3/2 074  Fannie 97 121  Homestyle SFC 215 & 001)

**HOMESTYLE TWIN CITIES:**  Homestyle Community Mortgage - SFC ( 022 & 001)

Enhanced Homestyle Community Mortgage SFC ( 022 & 001);

Enhanced Homestyle Standard Mortgage – SFC (215 & 001)

 Other;  Other

**BOND PROGRAM COMPLIANCE DOCUMENTS AND THE ITEMS LISTED BELOW CONSTITUTE A COMPLETE, PURCHASABLE FILE. A SEPARATE CHECKLIST IS PROVIDED FOR BOND COMPLIANCE DOCUMENTS. PLEASE USE IT TO ASSEMBLE THE FILE FOLDER OF COMPLIANCE DOCUMENTS THAT MUST BE INCLUDED WITH THIS PACKAGE.**

**Instructions: PLEASE NOTE (1) USE THIS CHECKLIST AS A COVER (2) ACCO-FASTEN THE ITEMS LISTED IN ORDER SHOWN. (3) ORIGINALS OF NOTES REQUIRED (4) COPIES OF ALL OTHER DOCUMENTS ARE ACCEPTABLE, (5) PLEASE INCLUDE ADDITIONAL COPIES WHERE NOTED, AND (5) DO NOT USE A FILE FOLDER.**

**Please do not use a file folder.**

1.  CURRENT PAYMENT HISTORY
2.  **ORIGINAL** NOTE + 1 COPY
3.  NAME AFFIDAVIT, IF APPLICABLE
4.  MORTGAGE/DEED OF TRUST + 1 COPY
5.  TAX-EXEMPT RIDER
6.  CONDO/PUD RIDERS, IF APPLICABLE
7.  ASSIGNMENT OF MORTGAGE + 1 COPY
8.  FIRST PAYMENT LETTER
9.  FINAL HUD-I + 1 COPY
10.  AGGREGATE ESCROW ANALYSIS DISCLOSURE +1 COPY
11.  TITLE COMMITMENT **OR** SHORT FORM TITLE POLICY+ 1 COPY
12.  TAX CERTIFICATION + 1 COPY
13.  HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT + 1 COPY
14.  MORTGAGEE CLAUSE LETTER (HAZARD/FLOOD) + 1 COPY
15.  FLOOD CERTIFICATION & DISCLOSURES + 1 COPY
16.  FLOOD INSURANCE BINDER, IF APPLICABLE, WITH 1 YR. PROOF OF PAYMENT + 1 COPY
17.  WIND/HAIL INSURANCE, IF APPLICABLE
18.  COMPLETED & SIGNED MI CERTIFICATE + 1 COPY
19.  PROOF OF PAYMENT TO THE MI COMPANY, IF APPLICABLE + 1 COPY
20.  W-9 FORM FOR PRIMARY BORROWER
21.  IRS FORM 4506 OR 8821
22.  FINAL TYPED LOAN APPLICATION, SIGNED & DATED BY ALL PARTIES
23.  SURVEY, IF APPLICABLE
24.  FINAL TRUTH-IN-LENDING
25.  ASSURANCE/WARRANTY OF COMPLETION
26.  TERMITE REPORT/SOIL TREATMENT GUARANTEE
27.  COMPLIANCE OR ERRORS OR OMISSIONS AGREEMENT
28.  1008 UNIFORM UNDERWRITING TRANSMITTAL
29.  DETAIL OF UNDERWRITING CONDITIONS AT CLOSING
30.  IF APPLICABLE, HOMEBUYER EDUCATION CERTIFICATE
31.  **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 OR ALT DOCUMENTATION, GOOD FAITH ESTIMATE, INITIAL TRUTH-IN-LENDING, SALES CONTRACT