

Borrower Name	
Originating Lender	
Lender Contact	Contact AC & Phone
Contact AC & Fax	Contact E-Mail Address:

**URA OF PITTSBURGH**

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