

**USDA: RD LOAN DELIVERY CHECKLIST**

**SERVICER LOAN # \_\_\_\_\_**

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

**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 IS 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.**

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. \_\_\_\_\_ LOAN ACKNOWLEDGMENT FORM
8. \_\_\_\_\_ TAX-EXEMPT RIDER
9. \_\_\_\_\_ CONDO/PUD/RIDERS, IF APPLICABLE
10. \_\_\_\_\_ **ASSIGNMENT OF MORTGAGE + 1 COPY**
11. \_\_\_\_\_ FIRST PAYMENT LETTER
12. \_\_\_\_\_ **FINAL HUD-1 + 1 COPY**
13. \_\_\_\_\_ **AGGREGATE ESCROW ANALYSIS DISCLOSURE + 1 COPY**
14. \_\_\_\_\_ **TITLE COMMITMENT OR SHORT FORM TITLE POLICY +1 COPY**
15. \_\_\_\_\_ **TAX CERTIFICATION + 1 COPY**
16. \_\_\_\_\_ **HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT + 1 COPY**
17. \_\_\_\_\_ **MORTGAGEE CLAUSE LETTER (HAZARD/FLOOD) + 1 COPY**
18. \_\_\_\_\_ **FLOOD CERTIFICATION & DISCLOSURES + 1 COPY**
19. \_\_\_\_\_ **FLOOD INSURANCE BINDER, IF APPLICABLE, WITH 1 YR PROOF OF PAYMENT + 1 COPY**
20. \_\_\_\_\_ WIND/HAIL INSURANCE, IF APPLICABLE
21. \_\_\_\_\_ BUYDOWN AGREEMENT, IF APPLICABLE
22. \_\_\_\_\_ W-9 FOR PRIMARY BORROWER
23. \_\_\_\_\_ IRS FORM 4506 OR 8821
24. \_\_\_\_\_ FINAL TYPED LOAN APPLICATION, WITH SIGNATURE AND CAVIRS# TO APPEAR ON SIGNATURE LINE
25. \_\_\_\_\_ RHS CONDITIONAL COMMITMENT WITH SIGNATURES -RHS 1980-18
26. \_\_\_\_\_ EXECUTED RHS REQUEST FOR SFH LOAN GUARANTY - RHS 1980-21
27. \_\_\_\_\_ GUARANTEED LOAN CLOSING REPORT - 1980-19
28. \_\_\_\_\_ FANNIE MAE 1980-11
29. \_\_\_\_\_ SURVEY, IF APPLICABLE
30. \_\_\_\_\_ FINAL TRUTH-IN-LENDING
31. \_\_\_\_\_ WARRANTY OF COMPLETION, IF APPLICABLE
32. \_\_\_\_\_ TERMITE REPORT / SOIL TREATMENT GUARANTEE
33. \_\_\_\_\_ COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT
34. \_\_\_\_\_ 1008 UNIFORM UNDERWRITING TRANSMITTAL
35. \_\_\_\_\_ DETAIL OF UNDERWRITING CONDITIONS AT CLOSING
36. \_\_\_\_\_ CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT).
37. \_\_\_\_\_ IF APPLICABLE, HOMEBUYER EDUCATION CERTIFICATE
38. \_\_\_\_\_ **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 410-9-10 PRIVACY ACT. EEO CLAUSE 400-1 OR 400-6 EDA**
39. \_\_\_\_\_ **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, MISC. REC'D DOCUMENTS.**