

VA 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.

PLEASE NOTE THAT THE LOAN MUST BE VA INSURED IF DELIVERED MORE THAN 90 DAYS FROM CLOSING

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-I + 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. _____ ORIGINAL BUYDOWN AGREEMENT, IF APPLICABLE
22. _____ W-9 FORM FOR PRIMARY BORROWER
23. _____ IRS FORM 4506 OR 8821
24. _____ FINAL TYPED LOAN APPLICATION, SIGNED & DATED BY ALL PARTIES
25. _____ SURVEY, IF APPLICABLE
26. _____ FINAL TRUTH-IN-LENDING
27. _____ TERMITE REPORT / SOIL TREATMENT GUARANTEE
28. _____ VERIFICATION OF PAID VA FUNDING FEE (ON HUD ACCEPTABLE)
29. _____ VA 26-1866A - CERTIFICATE OF COMMITMENT
30. _____ VA 26-1843 - VA CERTIFICATE OF REASONABLE VALUE, IF APPLICABLE
31. _____ VA26-6393 - LOAN ANALYSIS
32. _____ VA1820-26 REPORT & CERTIFICATION OF LOAN DISBURSEMENT
33. _____ COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT
34. _____ DETAIL OF UNDERWRITING CONDITIONS
35. _____ UNDERWRITERS APPROVAL
36. _____ CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT).
37. _____ HOME BUYER EDUCATION CERTIFICATE, IF APPLICABLE
38. _____ **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.