

NCHFA Loan #: _____

Lending Institution: _____

Contact Person: _____

Email Address: _____

Phone Number: _____

Reminders:

- ✓ Lender must provide **UCD file to FNMA AND ServoSolutions** for all loans closed **on or after 9/25/17**.
- ✓ Loans submitted for ServoSolutions review **must include ALL applicable checklist items** to be eligible for purchase.
- ✓ 1003, Notes and Deeds of Trust must include Loan Originator's NMLS ID Number.
- ✓ Package to be uploaded within 10 days of closing.

DOCUMENTS FOR LOAN PURCHASE REVIEW:

- Request for Funding Checklist with completed lender contact information
- Payment History **with current escrow balance**
**Must include punctual borrower payment(s) for month(s) due/list paid escrow disbursements for applicable months prior to ServoSolutions purchase*
- Copy of executed Note and Addendum to Note- **Addendum only if applicable**
**Must be endorsed to ServoSolutions, a department of Alabama Housing Finance Authority, without recourse- *Allonges are not acceptable*
- Copy of executed Deed of Trust for first mortgage with all applicable Riders
- Copy of Uniform Community Land Trust Ground Lease Rider- **if applicable**
- Copy of executed Down Payment Assistance Note, Form 405 **AND** 505- **if applicable**
- Copy of executed Deed of Trust for DPA mortgage, Form 406 **AND** 506- **if applicable**
- Copy of Power of Attorney- **if applicable**
- Copy of MIN Summary from MERS for first mortgage
- Copy of MIN Summary from MERS for DPA mortgage- **if applicable**
- Copy of **initial** Closing Disclosure for first mortgage- **must meet TRID date requirements**
- Copy of **final** Closing Disclosure for first mortgage with executed addendums attached- **must indicate final**
- Copy of **initial** Closing Disclosure for DPA mortgage- **if applicable, must meet TRID date requirements**
- Copy of **final** Closing Disclosure for DPA mortgage or substitute closing statement- **if applicable, must indicate final**
- Title Binder/Title Policy with minimum of 6 months of history of ownership
- Appraisal with color photos- include all exhibits- must be completely legible and include a copy of the Appraiser's license
- Final Inspection with color photos and evidence of clearance of all appraisal conditions- **if required by appraisal**
- Copy of repair escrow documentation and evidence of housing agency approval and final repairs- **if applicable**
- Appraiser Certification printed out from the website www.ASC.gov - **Conventional loans only**
- Electronic Appraisal Delivery results for FHA Connection Appraisal Logging (Success) - **FHA loans only**
- Conditional Commitment DE Statement of Appraised Value (HUD Form 92800-5B copy), signed by underwriter- **FHA loans only**
- New Construction docs- **if applicable** (must include Certificate of Occupancy with correct home address, Builders Certificate/Soil Treatment and Warranties signed, Completion of Construction signed, and Direct Endorsement to HUD/FHA signed by direct endorser)
- Termite letter/Wood infestation report- **as required by appraisal or purchase contract**
- Fannie Mae Appraisal Findings Detail/SSR Report with underwriter's explanation listing CU risk score 3.5 or > - **Conv. loans only**
- Copy of CU Analysis for appraised property- **Conventional loans only, required only if risk score is not listed on SSR**
- Copy of Leasehold- **if applicable**

The following documentation **must** be included for Condominium loans:

- Condo Project Approval, Fannie Mae Form 1076 or 1077
- Condo Questionnaire- **Conventional loans only**
- Master Condo Policy (HO6 Policy **AND** Certificate of Property Ins.) with policy numbers- Liability Cert. will **not** be accepted as Master Policy
- Documentation listing Tax Payer ID Number for Condo's HOA- **effective 9/1/17**
- PMI Certificate- **Conventional loans only, LTV 80% +**
- PMI Disclosure- **Conventional loans only, LTV 80% +**
- Hazard Insurance Policy **with policy number and expiration date**
- Flood Insurance or Wind Policy with policy numbers- **if applicable**
- Life of Loan Flood Certification
- Property Tax Certification/Assessment- **must list next estimated amount due, next due date, and Tax Assessor's Parcel ID**
- Copy of executed Borrower/Quality Control Authorization and Certification
- Copy of Lender's Payment Breakdown- **should NOT include ServoSolutions information**
- Escrow Closing Instructions
- Initial Escrow Account Disclosure Statement
- 1008 Transmittal Summary or HUD 92900-LT
- Initial HUD Adden. 92900A (signed pgs.1-2) and Final HUD Adden. 92900A (signed pgs.1-4) - **Gvmt. loans only (VA 26-1802a)**
- Initial and final 1003 Loan Application for first mortgage, executed by all parties

- Initial and final 1003 Loan Application for DPA mortgage, executed by all parties- **if applicable**
- Automated Underwriter Findings indicating **Approved/Eligible**
- Explanation letter signed by loan officer for AUS submissions in excess of 15 or RED FLAGGED by AUS listing excessive submissions
- Credit Report used for AUS results and copies of credit explanation letters as requested by AUS findings
- Copy of complete credit package for the purpose of verifying credit related to borrowers (including but not limited to: asset and income documentation as required by AUS, gift letter and entire paper trail) *see bottom of page 2 for general list of asset and income documentation
- Initial 1040's and final Tax Transcripts/W-2's for all borrowers, executed by all parties
- Final Authorization to verify SSA (SSA-89) signed by all borrowers- **as required by AUS**
- Loan Estimate for first mortgage- **initial and final per TRID requirements, must include list of settlement service providers**
- Loan Estimate for DPA mortgage- **if applicable- initial and final per TRID requirements, must include list of settlement service providers**
*May substitute GFE or TIL in lieu of DPA Loan Estimate
- Acknowledgment of receipt of RESPA/HUD approved counseling
- Acknowledgment of receipt of Home Loan Tool Kit
- Evidence of borrower's intent to proceed
- Purchase Agreement/Sales Contract and all addendums
- W-9 for all borrowers
- LDP/SAM lists for all parties involved for all loan programs
- Patriot Act Disclosure and certificate of borrower's identity (legible photo id, green card, visa **OR** lender's certification form)
- Early Default Notification
- NC Home Advantage Mortgage Commitment Letter
- CAIVRS Certificate
- Copy of Homebuyer Education Certificate- **if applicable (only required for first-time homebuyers or as required per AUS findings)**
- Copy of all initial regulatory disclosure documentation, executed by all parties- *see bottom of page 2 for general disclosure list

FHA ITEMS:

- Important Notice to Homebuyers HUD #92900B
- FHA Case Number Assignment
- FHA Connection MIP Case Query (Success) listing MI paid
- DPA Award letter- **if applicable**
- Legally Enforceable Obligation Letter- **DPA loans only**
- Copy of Informed Consumer Choice Disclosure Notice
- Copy of For Your Protection: Get a Home Inspection Disclosure Form
- Lead Paint Notice (for properties 1978 or older)
- FHA Identity of Interest Form
- SSN verification for all borrowers
- FHA Amendatory Clause (if not contained in the sales contract)
- Real Estate Certification (if not contained in the sales contract)

USDA ITEMS: *Lender must request final guarantee within 30 days of closing

- Income Eligibility Calculation Worksheet
- Form RD 3555-11 - Guaranteed Rural Housing Lender Record Change (not required if same information is completed on RD 3555-18)
- Form RD 3555-21 - Request for Single Family Housing Loan Guarantee
- Form RD 3555-18 - Conditional Commitment
- Form 1980-19 - Guaranteed Loan Closing Report **OR** AGLS Electronic Submission Confirmation

VA ITEMS:

- Certificate of Eligibility
- VA 26- 1880 - Request for Determination of Eligibility (include legible copy of the DD214 if applicable)
- VA 26-1805 - Request for Determination of Reasonable Value
- VA 26-8937 - Verification of VA Benefits, completed and signed- **if applicable per instructions listed on form**
- Copy of electronic submission of Funding Fee
- VA 26-6393 - Loan Analysis
- VA 26-0286 - VA Loan Summary Sheet
- VA 26-1820 - Report and Certification of Loan Disbursement
- Evidence of compliance with MCRV or NOV (final inspection, termite certification and Lender's Notice of Value/warranty documentation)
- VA 26-0592 - Counseling Checklist for Military Homebuyers
- Clear Pest Inspection Report
- VA Option Clause

***General list of asset/income documents needed for loan package- must include all required by AUS findings:**

VOD, cancelled earnest money check, funds source, bank statements, gift letters with evidence of transfer and receipt of funds, VOE, paystubs, 4506T's, W-2's/1099's, Leave and Earning Statement if applicable, 1040's

***General list of regulatory disclosures needed for loan package:**

Processor source cert. for employer, evidence all electronic documents comply with e-sign, Electronic Transmission Consent Authorization, Fair Lending Notice, Affiliated Business Arrangement Disclosure, ECOA Notice, FCRA Credit Score Disclosure, proof of receipt by borrower of all mailed and emailed docs, HOEPA Disclosure-if applicable, Appraisal/Valuation Borrower Acknowledgment