



## CHECKLIST FOR LOAN FILE SUBMISSIONS AND SERVICING

### File Stacking Order

- Submission Checklist
- New Loan Funds Allocation Sheet (Appendix B)
- Copy of Executed Mortgage Note with any Riders and/or Addendums
- Copy of Executed Mortgage with any Riders and/or Addendums
- Copy of HUD-1 Settlement Statement
- Copy of the Appraisal
- Copy of the Hazard Policy and any additional Property Related Policies
- Copy of Insurance Clause Change Notification (Appendix E)
- Copy of the Notice of Assignment, Sale or Transfer of Servicing Rights (Appendix C)
- Copy of First Payment Notification—Temporary Coupons (Appendix D)
- Copy of the Flood Determination Certification
- Copy of Settlement Agent's Tax Information Sheet (Appendix R)
- Copy of the final 1003
- W-9 Form