Tennessee Housing Development Agency (THDA)
Closed Loan Submission Checklist

❑ Initial Delivery ❑Loan Closed with OA's Funds. DPA funds will be wired by THDA to the Settlement Agent.
❑ Follow up Documents

OA Name: _____ OA Number: _____ _____ _____ _____

OA Address: _____ THDA Loan #: ___ ___ ___ ___ ___ ___ ___ ___

_____

Contact Person: _____ Primary Borrower: _____

Phone: (_____)_____ Date Loan Closed: _____

Date Mailed to THDA: _____

In each space, enter a "✓" or "**X**" (item enclosed), or "**TF**" (to follow), or "**NA**" (not applicable). Assemble package in order listed. All items except those with an asterisk must be in package at initial delivery (which must be within 10 days of the date loan closed). All items must be complete, fully executed, dated and notarized, if required, all as indicated in each document and the Originating Agents' Guide.

____ Original Request for Loan Purchase with Acknowledgement and Certification

____ Original Note, endorsed to THDA (Note faxed to THDA on _____)

____ *Original recorded Deed of Trust and Riders (if applicable)

____ *Original recorded Affidavit of Affixation (Manufactured Homes)

____ Certified copy of Deed of Trust, Riders and Affidavit of Affixation, if applicable, (fully executed but before recordation)

____ *Original recorded Assignment from OA to THDA (n/a if MERS documents submitted)

____ *Original Title Insurance Policy with THDA named as insured, **OR**
  ____ Title Insurance Commitment

____ Copy of executed Warranty Deed (Certified copy of recorded Warranty Deed if Manufactured Home)

____ Copy of signed HUD-1with Addendums

____ Copy of the Final Truth in Lending

____ Copy of revised Good Faith Estimate (if applicable) and Itemization of Amount Financed

____ Copy of the final executed 1003

____ Copy of Hazard Insurance policy declarations page or Certificate of Insurance with THDA as named insured

____ Copy of Life of Loan Flood Hazard Determination

____ Copy of Flood Insurance Application with THDA as named insured and copy of premium check (if applicable)

____ Address Certification (if applicable)

____ Name Affidavit (if applicable)

____ Copy of clear Termite Letter or soil treatment certificate (if applicable)

____ Original clear final inspection (construction completion or repairs)

____ Copy of Escrow Agreement for Repairs or Completion of Construction (if applicable)

____ THDA Commitment conditions satisfied

____ *Copy of MIC/LGC/Original RECD 1980-17, **OR** as applicable:
  ____ *Lender query from FHA connection reflecting THDA as the holder*
  ____ Copy of completed USDA/RD 1980-11 and 1980-18 (conditional commitment)

____ *Prior to purchase-Original Certificate of Title or Original Manufactured Certificate of Origin (Manufactured Home) if not included in Underwriting Submission Package

Servicing package mailed to: _____ on _____, ____.

FINAL MANDATORY DELIVERY DATE FOR ALL ITEMS: Closing date + 120 days = _____, ____.