

Tennessee Housing Development Agency (THDA)

Check Request Memorandum

Originating Agent Name and Address: _____ O.A. Number: _____

_____ Contact Person: _____
_____ Phone Number: (_____)_____

Borrower: _____
Co-Borrower(s): _____
Settlement Agent: _____

Mortgage Check Request (for loans to close with THDA funds only):

THDA Loan Number: _____ (if assigned)
Loan Amount: \$_____ (Check Amount)
Scheduled Closing Date: _____

INDICATE DELIVERY OPTION:

If no option is selected, check(s) will be mailed via regular mail to the originating agent name and address specified above.

- 1. O.A. to pick up at THDA. When ready, call (contact name) _____ at (_____)_____.
- 2. Mail to Closing Agent (Name and Address):

- 3. Overnight courier service. (Attach two shipping labels for separate overnight delivery of a conditional commitment and a check. Labels must instruct courier to charge O.A.'s account. Do not remove copies from shipping label.)

Originating Agent Authorized Signature Date

Attach Shipping Label(s) Here