

Tennessee Housing Development Agency (THDA)

Closed Loan Submission Checklist

Initial Delivery

Follow up Documents

Loan Closed with OA's Funds

Loan Closed with THDA Funds

OA Name: _____

OA Number: _____

OA Address: _____

THDA Loan #: _____

Primary Borrower: _____

Contact Person: _____

Date Loan Closed: _____

Phone: (_____) _____

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 and attach with an ACCO fastener at the top middle. 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 Originating Agent (OA) Credit Memorandum (interest or overage if closed with THDA funds), original with check attached, and one copy on top of this form.

____ Original Request For Loan Purchase with Acknowledgement and Certification (if mortgage closed with OA funds).

____ Original Note, endorsed to THDA, and one copy. (Note faxed to THDA on _____.)

____ *Original recorded Deed of Trust, Riders and Affidavit of Affixation, if applicable, **OR**

____ 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. (Copy of recorded Warranty Deed not required.)

____ Copy of signed HUD-1, pages 1 and 2.

____ 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/PMI Certificate/Original RECD 1980-17, **OR** as applicable:

____ Evidence of Mortgage Record Change; Lender query from FHA connection reflecting THDA as the holder.

____ Copy of completed USDA/RD 1980-11 and 1980-18 (conditional commitment).

____ Other: _____

Servicing package mailed to: _____ on _____, _____.

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