

**Tennessee Housing Development Agency (THDA)  
Preserve Loan Underwriting Submission Checklist**

Preserve Loan Partner Number: \_\_\_\_\_

Primary Applicant: \_\_\_\_\_

Preserve Loan Partner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Preserve Loan Partner Address: \_\_\_\_\_

\_\_\_\_\_

Submission Purpose:

- Initial Submission
- Supplemental documents
- Updated documents

Loan Type:

- Conventional

Property Type:

- Single Family
- Manufactured Home

ASSEMBLE PACKAGE IN ORDER LISTED BELOW AND ATTACH WITH AN ACCO FASTENER AT TOP MIDDLE

**THDA PROGRAM ELIGIBILITY**

- 1. Original Preserve Loan Application Affidavit(s) (notarized) including non-qualifying spouse

**CREDIT PACKAGE**

- 2. Typed Transmittal Summary (1008) signed by underwriter
- 3. Final Loan Application (Typed URLA) 1003
- 4. Initial Interviewer's Signed Loan Application 1003
- 5. Initial Good Faith Estimate
- 6. Credit Report
- 7. Credit Explanation Letter(s)
- 8. Final Divorce Decree/Marital Dissolution (if applicable)
- 9. Verification of Court Ordered Child Support (if applicable)
- 10. Verification of SSI or Other Assistance (if applicable)
- 11. Verifications of Employment (verbal is unacceptable)
- 12. Most Recent Pay Stub (within past 30 days)
- 13. Verifications of Prior Employment (telephone verification is acceptable)
- 14. Self-Employment Cash Flow Worksheet, P & L, 2 years Business Tax Returns (corp. or partnership or sole prop.)
- 15. Verification of Deposit **OR** Most Recent Bank Statements, as listed on 1003
- 16. Appraisal Report (URAR) **OR** Tax Assessor's Valuation Statement
- 17. Legible Photos of Subject Property (front, rear, street)
- 18. Photos or photocopies of Comparable Sales
- 19. Escrow Agreement
- 20. Copy of Warranty Deed
- 21. Copy of Initial Inspection Report and Bid Accepted by Borrower(s)
- 22. First Mortgage Servicer Documentation which must include the servicer's name, address and borrower's loan number if Preserve Loan borrower(s) have a first mortgage on the Property
- 23. Signed and dated Federal Income Tax Returns and W-2s for the most recent tax year
- 24. Check Request Memorandum

**THDA RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION TO EVALUATE THIS LOAN APPLICATION.**

The undersigned, an authorized representative of the Preserve Loan Partner referenced above, hereby certifies that the information accompanying this underwriting submission has been verified and corroborated as required by the Tennessee Housing Development Agency ("THDA") and that all disclosures required under applicable federal and/or state law have been made and warrants that the Applicant referenced above and the property meet all program guidelines and is eligible for the THDA Preserve Loan program noted above.

\_\_\_\_\_  
Preserve Loan Partner Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

Phone No. (\_\_\_\_) \_\_\_\_\_

Fax No. (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_