

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

Initial Delivery

Follow up Documents

Preserve Loan Partner Name: _____

Preserve Loan Partner Number: _____

Preserve Loan Partner 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. All items except those with an asterisk must be in the 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 Preserve Program Guide.

____ Original Note (Note faxed to THDA on _____.)

____ Original recorded Deed of Trust and Assignment, **OR**

____ Certified copy of Deed of Trust (fully executed but before recordation).

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

____ Title Insurance Commitment

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

____ Copy of Hazard Insurance policy or Certificate of Insurance.

____ Address Certification (if applicable).

____ Name Affidavit (if applicable).

____ Original clear final inspection (rehabilitation or home improvement completion).

____ THDA Commitment conditions satisfied.

____ Other: _____