

ORDER OF LOAN FILE FOR SUBMISSION LENDER CONVENTIONAL LOANS - RIGHT SIDE

Important Submission Instructions

This completed ORDER OF LOAN FILE FOR SUBMISSION LENDER CONVENTIONAL LOANS - RIGHT SIDE must be placed on the top of the right side of the loan file being submitted to the Oregon Department of Veterans' Affairs (ODVA). **All documents must be properly executed and signed.** Send the loan file documentation to the ORVET Loan Program, 700 Summer Street Northeast, Salem, OR 97301-1285; or fax the required documentation to the ORVET Loan Program at 503-373-2393.

- FNMA 3.2 (via email)
- Promissory Note (original) – endorsed to the Oregon Department of Veterans' Affairs; plus Allonge
- Deed of Trust (certified copy) – send original after recording
- Addendum to Deed of Trust, ODVA Form HL2034 – must be recorded simultaneously with Deed of Trust
- Riders to Deed of Trust – must be recorded simultaneously with Deed of Trust
- Assignment to Deed of Trust (certified copy) – send original after recording; must be recorded simultaneously with Deed of Trust
- Title Insurance Policy (correct, signed insuring ODVA) – ALTA, Environmental, Location, Condo, PUD, MFH; Endorsements with plat map including recording data for Assignment of Deed of Trust to ODVA
- Final Closing Disclosure signed by all parties – ALL Closing Disclosure(s), including revised if applicable, and tolerance violation refunds – **Master Final Statement**, Borrower and Seller Estimated CD/ALTA, Borrower/Seller Escrow Instructions, and Vesting Deed
- Accurate original Final FNMA 1008, Transmittal Summary – in agreement with Final signed original FNMA 1003, Uniform Residential Loan Application
- Underwriter Approval listing conditions and any compensating factors, DU
- Unconditional Mortgage Insurance Certificate; Evidence of Premium Payment to Insurer, if other than monthly premium plan; Private Mortgage Insurance Disclosure; Fixed Interest Rate Mortgages; Amortization Schedule
- Initial FNMA 1003, Uniform Residential Loan Application – signed and dated
- Addendum to Residential Loan Application, ODVA Form HL2033 – signed and notarized
- CREDIT:** Tri-Merge Credit Report; Credit explanations, payment shock letters, VOR/VOM, if housing not shown on credit report; proof of debts paid; complete copies of decrees, agreements, judgments, bankruptcy filings, discharges, proof of payment, receipt of support; proof of children's ages, as appropriate
- INCOME:** Award letters, Social Security, VA Pension, PERS Retirement, Disability, et al; Verifications of Employment; copies of most current YTD paystub for each applicant; IRS Forms W-2 Wage and Tax Statement; IRS Forms 1099; 2 years' Federal income tax returns with original signature (IRS Form 1040s, schedules, Corporate Returns, LLCs, K-1s, YTD Profit and Loss and Balance Sheet for self-employed); Rental Agreements; IRS Form 4506-T, Request for Transcript of Tax Return, fully executed with tax transcripts if MI
- ASSETS:** Verification of Deposits; 2 months' statements of each account, all covering same time period and source documentation for large deposits; stocks and bonds statements; Gift Letter and proof of Transfer; Final HUD-1 for sale of prior residence; other property showing debts paid, net proceeds; Retirement Statements
- PROPERTY:** Flood Certificate-Life of Loan; Insurance Binder; Preliminary Title Report; Covenants, Conditions & Restrictions (CC&Rs); Purchase Contract, Earnest Money check; Original Recertification of Value; Final Inspection-Compliance Inspection Report (442) and photographs as necessary; Construction Information and inspections; original Appraisal with photographs; Initial and Final Inspection Reports as appropriate (Original and Clear Pest and Dry Rot, Roof Certification, Septic Inspections, Well Purity, nitrate, and arsenic, 4-hour Flow Test yielding at least 5 gallons per minute (gpm) unless approved by ODVA); Condo Questionnaire
- DISCLOSURES In Order:**
 - Signed Intent to Proceed
 - Loan Estimate(s), including revised if applicable
 - Written Service Provider List referencing the Loan Estimate
 - Borrower's Certification and Authorization
 - Escrow Account Options, ODVA Form HL2232 – must agree with final Closing Disclosure
 - Initial Escrow Account Disclosure Statement
 - Disclosure Notices (or Affidavit of Occupancy, Fair Credit, Oregon Right to Choose Insurance Provider)
 - Equal Credit Opportunity Act
 - Privacy Disclosure/Affiliated Business Arrangement Disclosure Notice
 - Final IRS Form W-9, Request for Taxpayer Identification for each applicant
 - Patriot Act Information Disclosure
 - Customer Identification Documentation Patriot Act
 - Photo ID for each applicant
 - Social Security Verification for each applicant
 - Credit Report Disclosure
 - Homeownership Counseling Notice
 - Acknowledgement of Receipt of Homeownership Counseling Notice
 - Notice of Special Flood Hazards and Availability of Federal Disaster Relief Assistance (if applicable)
 - Notice of Option to Escrow Flood Insurance Premiums and Fees (if applicable)
 - Flood Insurance Disclosure
 - Flood Insurance Coverage Subject to Change Disclosure
 - Right to Receive Appraisal/Appraisal Acknowledgment