

ORDER OF LOAN FILE FOR SUBMISSION
Residential Loan Program
CONVENTIONAL LOANS / DIRECT LEVERAGE LOANS

SEND ONLY ITEMS LISTED

Left Side

Right Side

- | | |
|--|---|
| <p><input type="checkbox"/> Note (original)
--Endorsed to OHCS Department
--Payment Correct
--Maturity Correct
--Signed by Borrower(s)</p> <p><input type="checkbox"/> Deed of Trust (original)
--Same Date, Amount & Maturity as Note
-- Recorded
-- Signed by Borrower(s)</p> <p><input type="checkbox"/> Addendum to Deed of Trust SFMP 9A (orig.) (02/2008)
--Recorded & Interest Rate Shown</p> <p><input type="checkbox"/> Assignment of Deed of Trust SFMP 9B (orig.) (01/2008)
(or Corporate Assignment)
--Recorded
--Deed of Trust Recording Info entered & correct</p> <p><input type="checkbox"/> Notice to Buyers SFMP 16 (orig.) (8/06)</p> <p><input type="checkbox"/> Representations and Warranties And Certifications
of Hazard Insurance Cert. SFMP 11 (orig.) (8/06)
--Signed by Lender
--Address Correct</p> <p><input type="checkbox"/> Primary Mortgage Insurance Certificate
--Information Correct</p> <p><input type="checkbox"/> Pool Mortgage Insurance Certificate
--Information Correct</p> <p><input type="checkbox"/> Acquisition Cost Cert. SFMP 12 (orig.) (02/97)
--Signed by Seller & Buyer
--Amount same on HUD-1</p> <p><input type="checkbox"/> Title Insurance Policy
--Signed, insuring the Department
--Correct Loan Amount
--ALTA Endorsement (covenants, conditions, etc.)
--Address Endorsement (property address)
--Environmental Protection Lien Endorsement</p> <p><input type="checkbox"/> Manufactured Home DMV Exemption Form</p> | <p><input type="checkbox"/> Program Loan Transmittal SFMP 10 (orig.) (4/07)</p> <p><input type="checkbox"/> Order of Loan File for Submission SFMP 26B (4/09)</p> <p><input type="checkbox"/> Loan Payment Printout
--Balance and interest date same as SFMP 10</p> <p><input type="checkbox"/> Appraisal Report
--Correct Address
--Flood Insurance required: <input type="checkbox"/> yes <input type="checkbox"/> no (check one)
--Appraiser explains repairs, etc.</p> <p><input type="checkbox"/> Compliance Inspection Report
--Final Clearance; repairs identified</p> <p><input type="checkbox"/> Pest and Dry Rot Inspection</p> <p><input type="checkbox"/> Loan Application
--Typed, signed & dated by Borrower(s) & Lender</p> <p><input type="checkbox"/> Addendum to Application SFMP 7 (orig.) (03/2000)
--Signed by Borrower(s), Notarized</p> <p><input type="checkbox"/> Recapture SFMP 25 (orig.) (4/09)
--Calculations Entered
--Signed by Borrower(s)</p> <p><input type="checkbox"/> Supporting Documentation
--Credit Report
--Written Verification(s) of Employment
--Other income verifications
--Federal Tax Returns & appropriate schedules
--Statement of Income Tax Filing SFMP 27 (orig.) (02/97)
--W-2 Form(s)
--Divorce Decree
--Alimony/Child support Income Verified
--Closing Statement of Previous Home</p> <p><input type="checkbox"/> Final HUD-1 Closing Statement on Program Loan
--1.75% Maximum Loan Fee and Discount</p> |
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