

# Conventional Loans

## SEND ONLY ITMES LISTED

### LEFT SIDE

- Note (original)
  - Endorsed to OHCS Department
  - Payment Correct
  - Maturity Correct
  - Signed by Borrower(s)
- Deed of Trust (original) **(Trailing doc)**
  - Same Date, Amount & Maturity as Note
  - Recorded
  - Signed by Borrower(s)
- Addendum to Deed of Trust SFMP 9A (orig.) (02/2008)
  - Recorded & Interest Rate Shown **(Trailing doc)**
- Assignment of Deed of Trust SFMP 9B (orig.) (01/2008) (or Corporate Assignment) **(Trailing doc)**
  - Recorded
  - Deed of Trust Recording Info entered & correct
- Notice to Buyers SFMP 16 (07/2013)
- Representations and Warranties and Certifications of Hazard Insurance Cert. SFMP 11 (12/2014)
  - Signed by Lender
  - Address Correct
- Primary Mortgage Insurance Certificate **(Trailing doc)**
  - Information Correct
- Acquisition Cost Cert. SFMP 12 (02/1997)
  - Signed by Seller & Buyer
  - Amount same on HUD-1
- Title Insurance Policy **(Trailing doc)**
  - ALTA Endorsement (covenants, conditions, etc.)
  - Signed, insuring the Department
  - Correct Loan Amount
  - Address Endorsement (property address)
  - Environmental Protection Lien Endorsement
- Manufactured Home DMV Exemption Form **(Trailing doc)**

### RIGHT SIDE

- Program Loan Transmittal SFMP 10 (10/2014)
- Order of Loan File for Submission SFMP 26B (12/2014)
- Appraisal Report
  - Correct Address
  - Flood Insurance required:  yes  no (check one)
  - Appraiser explains repairs, etc.
- Compliance Inspection Reports HUD-92051 (442)
  - Final Clearance, repairs identified
- Pest and Dry Rot Inspection (Required on all Conventional)
- Loan Application
  - Typed, signed & dated by Borrower(s) & Lender
- Addendum to Application SFMP 7 (03/2000)
  - Signed by Borrower(s), notarized
- Recapture SFMP 25 (02/2014)
  - Calculations Entered
  - Signed by Borrower(s)
- Supporting Documentation
  - Credit Report
  - Written Verification(s) of Employment
  - Other income verifications
  - Federal Tax Returns & appropriate schedules
  - Statement of Income Tax Filing SFMP 27 (02/1997)
  - W-2 Form(s)
  - Divorce Decree
  - Alimony/Child Support Income Verified
  - Closing Statement of Previous Home
  - SSI Award letter/ Pension Statement
- Final HUD-1 Closing Statement on Program Loan
  - 1.75% +\$1000 Maximum Loan Fee and Discount in section A of the Final TRID CD

**\*\*Please DO NOT send Bank Statements in the file**