

Stacking order for all loans

SEND ONLY ITMES LISTED

From top to bottom

- Program Loan Transmittal SFMP 10 (10/2014)
- Order of Loan File for Submission SFMP 26A (12/2014)
- Copy of Note
- Deed of Trust
 - Page one only to verify same vesting as note
- Notice to Buyers SFMP 16
- Representations and Warranties and Certifications of Hazard Insurance SFMP 11
 - Signed by Lender
 - Address Correct
- Acquisition Cost Cert. SFMP 12
 - Signed by Seller & Buyer
 - Amount same on HUD-1
- FHA Loans
 - Underwriting & Transmittal Summary HUD-92900
 - Conditional Commitment HUD-92800.5B
- USDA Loans
 - Conditional Commitment RD 1980-18
 - Information Correct or Form 3555-21
- Veteran Loans
 - First-time Homebuyer Exemption Cert SFMP 7-VA
Only if using one-time exemption
- Appraisal Report
 - Correct Address
 - Pest and Dry Rot for existing conventional loans
 - If repairs needed, Compliance Inspection Reports HUD-92051 (442)
- Loan Application
 - Signed & dated by Borrower(s) & Lender
 - HMDA/Demographic page
- Demographic Data SFMP8 (01/2021)** New
 - **Use for loans closed after 2-15-2021**
- Addendum to Application SFMP 7
 - Signed by Borrower(s), notarized
- Recapture SFMP 25 (02/2014)
 - Calculations Entered
 - Loan amount plus cash advantage 3% divided by .0625
 - Signed by Borrower(s)
- Credit report for borrower and co-borrower
- Income Verification Documentation for everyone in the household with income
 - Written Verification(s) of Employment and/or 3 months current paystubs
 - SSI Award Letter/ Pension Statement current year
 - Divorce Decree (**only if documenting alimony received**)
 - Alimony/Child Support **Income** Verified
- 3 years tax returns and all schedules used for borrower and co-borrower
 - 1 year tax returns for targeted area
 - **Do not send State tax returns**
 - Statement of Income Tax Filing SFMP 27 if not required to file taxes
- Final Closing Statement on Program Loan
 - 1.75% +\$1000 Maximum Loan Fee

Please DO NOT send bank statements

Must send Original Note and Bailee by mail

- Note (original FHA)
 - Endorsed to OHCS Department
 - Payment Correct
 - Maturity Correct
 - Signed by Borrower(s)

Once purchased the following documents will be required as trailing docs only.

- Deed of Trust (original) FHA & rider (**Trailing doc**)
 - Same Date, Amount & Maturity as Note
 - Recorded
 - Signed by Borrower(s)
- Addendum to Deed of Trust SFMP 9A (orig.)
 - Recorded & Interest Rate Shown (**Trailing doc**)
- Assignment of Deed of Trust SFMP 9B (orig.) or Corporate Assignment (**Trailing doc**)
 - Assigned to Oregon Housing and Community Services
 - Recorded
 - Deed of Trust Recording Info entered & correct
- Mortgage Insurance Certificate Approval (**Trailing doc**)
 - HUD website printout showing MIC was issued, OR
 - other documentation to show MIC issued by HUD
 - information entered correctly
- 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

For questions email: HCS.Reservations@oregon.gov

Please send complete loan packets and trailing docs to: HCS.Reservations@oregon.gov