

ORDER OF FILE FOR SUBMISSION

Residential Loan Program

ASSUMPTION CHECKLIST

SEND ONLY ITMES LISTED

- Program Loan Transmittal SFMP 10 (orig.) (3/08)
- Order of Loan File for Submission SFMP 26D (4/09)
- Original Substitution of Liability Agreement, SFMP 104 (03/2000)
 - Amount to be assumed filled in Section 1
 - Signed by Oregon Housing and Community Services Department
 - Signed by Borrower(s)
 - Signed by Seller(s)
 - Notarized
 - Recorded
- Copy of Recorded Warranty Deed
- Representations and Warranties and Certifications of Hazard Insurance Cert. SFMP 11 (orig.) (8/06)
 - Signed by Lender
 - Address Correct
- Mortgage Insurance Endorsement/Mortgage Record Change (HUD 92080)
 - Conventional Loans – Loan Sale Notice needed
 - Approved with Release of Liability
 - Signed by Lender
 - Address Correct
- Acquisition Cost Cert. SFMP (orig.) (02/97)
 - (on loans made from bond proceeds after 9/15/82)
 - Signed by Seller(s) & Buyer(s)
 - Amount same on HUD-1
- Loan Application
 - Typed, signed & dated by Borrower(s) and Lender
- Addendum to Loan Application SFMP 7 (orig.) (03/2000)
 - Signed by Borrower(s), Notarized
- Recapture SFMP 25 (orig.) (4/09)
 - Calculations entered
 - Signed by Borrower(s)
- Copy of Recorder Second Deed of Trust and Note (if applicable)
- Supporting Documentation
 - Credit Report
 - Written Verification(s) of Employment
 - Other income verifications
 - Federal Income Tax Returns & appropriate schedules
 - Statement of Income Tax Filing SFMP 27(orig.) (2/97)
 - W-2 Form(s)
 - Divorce Decree
 - Alimony/Child Support Income Verified
 - Closing Statement of Previous Home
- TRID Closing Disclosure Statement on Program Loan