

**VA LOAN DELIVERY CHECKLIST**

**BORROWER:** \_\_\_\_\_

**PROGRAM:** HILLSBOROUGH COUNTY 2010

**ORIGINATING LENDER:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**USBHM LOAN #** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

\_\_\_\_\_  
 CUSTOMER ID NOTICE(PATRIOT ACT) \*USBHM UNDERWRITTEN ONLY  
 ORIGINAL NOTE & 1 COPY \*Endorsed to U.S. Bank National Association  
 NAME AFFIDAVIT, IF APPLICABLE - 1 COPY  
 MORTGAGE - 2 COPIES  
 TAX EXEMPT RIDER - 2 COPIES  
 CONDO, PUD, 1-4 FAMILY RIDER - 2 COPIES, IF APPLICABLE  
 ASSIGNMENT OF MORTGAGE - 2 COPIES \*Assigned to U.S. Bank National Association

**REQUIRED 2ND/DPA MORTGAGE DOCUMENTATION, IF APPLICABLE**

\_\_\_\_\_  
 ORIGINAL PROMISSORY NOTE & 1 COPY  
 MORTGAGE - 2 COPIES  
 DPA ACKNOWLEDGEMENT FORM

\_\_\_\_\_  
 FIRST PAYMENT LETTER *with payment breakdown, first payment date*  
 HUD-1 & AGGREGATE ESCROW ANALYSIS DISCLOSURE - 2 COPIES  
 \*DPA SOURCE MUST BE DISCLOSED ON HUD-1

**Hazard Insurance Loss Payee Clause & Address:**  
**U.S. Bank National Association**  
 its successors and or assigns as their interest may appear.  
  
 c/o U.S. Bank Home Mortgage  
 P.O. Box 7298  
 Springfield, OH 45501-7298

\_\_\_\_\_  
 COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY & 1 COPY  
 TAX CERTIFICATION & 1 COPY  
 HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT & 1 COPY  
 EVIDENCE OF SINKHOLE COVERAGE **REQUIRED** ON HAZARD POLICY/BINDER  
 MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - 2 COPIES  
 FLOOD CERTIFICATION & DISCLOSURES - 2 COPIES *\*Must be Life of Loan and transferable to USBHM*  
 FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE)& 1 COPY  
 WIND/HAIL INSURANCE ( IF APPLICABLE)

\_\_\_\_\_  
 SPECIFIC POWER OF ATTORNEY (POA)- 2 COPIES

\_\_\_\_\_  
 COPY OF W-9 FOR PRIMARY BORROWER  
 IRS FORM 4506T OR 8821

\_\_\_\_\_  
 INITIAL LOAN APPLICATION *signed & dated by interviewer*  
 FINAL TYPED LOAN APPLICATION *\*must be signed by interviewer and borrowers*  
 HOMEBUYER EDUCATION CERTIFICATE

**SURVEY \*if required or charged for on HUD 1**

\_\_\_\_\_  
**REQUIRED TRUTH-IN-LENDING DOCUMENTATION**  
 EARLY/INITIAL T-I-L **1ST MTG., MUST INCLUDE VERBIAGE**  
 EARLY/INITIAL T-I-L, **2nd Mortgage, (only app. if AMORT. 2nd)**  
 FINAL T-I-L **\*signed and dated at closing**  
 FINAL 2ND MTG. T-I-L, **(ONLY app. if AMORT. 2nd)**  
 CORRECTIVE T-I-L, IF APP. **1ST MTG. & 2ND MTG., if applicable**  
 MDIA CERTIFICATION FOR 2ND MORTGAGE, **only app. if AMORT. 2ND)**

**HIGH PRICED MORTGAGE LOAN DOCUMENTATION REQUIRED (HPML)**

\_\_\_\_\_  
 FINAL FFIEC CALCULATOR PRINT OUT  
 UW CERT. LOAN UNDERWRITTEN AS HPML & MEETS REQ.  
 EVIDENCE OF RATE AND DATE OF LOCK W/BORROWER

\_\_\_\_\_  
 TERMITE REPORT/SOIL TREATMENT GUARANTEE, IF APPLICABLE  
 VERIFICATION OF PAID VA FUNDING FEE (ON HUD ACCEPTABLE)

\_\_\_\_\_  
 VA26-1843 - VA CERTIFICATE OF REASONABLE VALUE, IF APPLICABLE  
 VA26-6393 - LOAN ANALYSIS  
 VA 26-1820 - REPORT & CERTIFICATION OF LOAN DISBURSEMENT  
 LOAN MUST BE VA INSURED IF OLDER THAN 90 DAYS FROM CLOSING

\_\_\_\_\_  
 COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT  
 MISC. PERTINENT CLOSING/UNDERWRITING DOCUMENTATION

**CREDIT UNDERWRITING PACKAGE:**

\_\_\_\_\_  
 DU FINDINGS/UW APPROVAL  
 COPIES OF UW CONDITIONS  
 PURCHASE AGREEMENT  
 FINAL INSPECTIONS  
 GOOD FAITH ESTIMATE

\_\_\_\_\_  
 APPRAISAL  
 CREDIT REPORTS  
 VOE'S  
 VOD'S OR ALT. DOCUMENTS  
 NOTICE OF SALE ASSIGNMENT OF SERV. RIGHTS/RESPA

**FILE DELIVERY INFORMATION:**

**Loan File Delivery Address:**  
**U.S. Bank Home Mortgage - MRBP Division**  
 17500 Rockside Road  
 Bedford, OH 44146  
 Attn: MRBP Operations Department

**BORROWER PAYMENT INFORMATION:**

**Borrower Payment Address:**  
**U.S. Bank Home Mortgage**  
 P.O. Box 468002  
 Bedford, OH 44146-8002  
[www.usbankhomemortgage.com](http://www.usbankhomemortgage.com)