

**CONVENTIONAL LOAN DELIVERY CHECKLIST**

BORROWER \_\_\_\_\_

PROGRAM: JACKSONVILLE HOUSING 2010

ORIGINATING LENDER \_\_\_\_\_

Indicate

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

PRODUCT:

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

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

	SFC		SFC
		MCM 97	460
		MCM 100	480
		MCM COM SOL MAN UW	481
BOND	X	088	
HFA HME		359	
OTHER:			
IDENTIFY:			
		COMMUNITY 2NDS	118
		FANNIE 97	121
		MCMHMECHOICE(DU)	325
		MCMHMECHOICE(MAN)	222

- CUSTOMER ID NOTICE (PATRIOT ACT) \*USBHM UNDERWRITTEN LOANS ONLY
- ORIGINAL NOTE & 1 COPY \*Endorsed to U.S. Bank N.A.
- MORTGAGE - 2 COPIES
- NAME AFFIDAVIT, IF APPLICABLE - 2 COPIES
- TAX EXEMPT RIDER - 2 COPIES
- CONDO, PUD, 1-4 FAMILY - 2 COPIES, IF APPLICABLE
- ASSIGNMENT OF MORTGAGE - 2 COPIES \*Assigned to U.S. Bank N.A.
- REQUIRED 2ND / DPA MORTGAGE DOCUMENTATION, IF APPLICABLE
- ORIGINAL PROMISSORY NOTE, IF APPLICABLE & 1 COPY
- MORTGAGE - 2 COPIES, IF APPLICABLE
- DPA PROGRAM ASSISTANCE ACKNOWLEDGEMENT FORM
- FIRST PAYMENT LETTER with payment breakdown, first payment date
- HUD-1 & AGGREGATE ESCROW ANALYSIS DISCLOSURE - 2 COPIES
- COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY - 2 COPIES
- TAX CERTIFICATION - 2 COPIES \*\*Proof of payment if applicable
- HAZARD INSURANCE POLICY OR BINDER WITH 1 YR. PROOF OF PAYMENT - 2 COPIES
- EVIDENCE OF SINKHOLE COVERAGE REQUIRED 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) - 2 COPIES
- WIND/HAIL INSURANCE ( IF APPLICABLE) - 2 COPIES

**U.S. BANK N.A.**  
 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

<b>REQUIRED TRUTH-IN-LENDING DOCUMENTATION</b>	<b>HIGH PRICED MORTGAGE LOAN DOCUMENTATION REQUIRED (HPML)</b>
<input type="checkbox"/> EARLY/INITIAL T-I-L 1ST MTG., MUST INCLUDE VERBIAGE	<input type="checkbox"/> FINAL FFIEC CALCULATOR PRINT OUT
<input type="checkbox"/> EARLY/INITIAL T-I-L, 2nd Mortgage, (only app. if AMORT. 2nd)	<input type="checkbox"/> UW CERT. LOAN UNDERWRITEN AS HPML & MEETS REQ.
<input type="checkbox"/> FINAL T-I-L *signed and dated at closing	<input type="checkbox"/> EVIDENCE OF RATE AND DATE OF LOCK W/BORROWER
<input type="checkbox"/> FINAL 2ND MTG. T-I-L, (ONLY app. if AMORT. 2nd)	
<input type="checkbox"/> CORRECTIVE T-I-L, IF APP. 1ST MTG. & 2ND MTG., if applicable	
<input type="checkbox"/> MDIA CERTIFICATION FOR 2ND MORTGAGE, only app. if AMORT. 2ND)	

- SIGNED MI CERTIFICATE / EVIDENCE OF PAYMENT TO MI COMPANY - 2 COPIES
- COPY OF W-9 FOR PRIMARY BORROWER
- IRS FORM 4506T OR 8821 (FOR SELF-EMPLOYED BORROWERS ONLY OR IF UNDERWRITER REQUESTS)

- NOTICE OF POTENTIAL RECAPTURE TAX
- INITIAL LOAN APPLICATION must be signed & dated by interviewer
- FINAL TYPED LOAN APPLICATION \*must be signed by interviewer and borrowers
- HOMEBUYER EDUCATION CERTIFICATE, IF APPLICABLE
- BORROWERS AUTHORIZATION FOR COUNSELING
- SURVEY (IF NO ALTA 9)

- ASSURANCE /CERTIFICATE OF COMPLETION
- TERMITE REPORT/SOIL TREATMENT GUARANTEE, IF APPLICABLE

COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

- 1008 UNIFORM UNDERWRITING TRANSMITTAL
- UNDERWRITER'S APPROVAL WITH COPIES OF CONDITIONS IF APPLICABLE

<b>CREDIT UNDERWRITING PACKAGE:</b>	
<input type="checkbox"/> DU FINDINGS/UW APPROVAL	<input type="checkbox"/>
<input type="checkbox"/> PURCHASE AGREEMENT	<input type="checkbox"/>
<input type="checkbox"/> FINAL INSPECTIONS	<input type="checkbox"/>
<input type="checkbox"/> GOOD FAITH ESTIMATE	<input type="checkbox"/>

<input type="checkbox"/>	APPRAISAL
<input type="checkbox"/>	CREDIT REPORTS
<input type="checkbox"/>	NOTICE OF SALE ASSIGNMENT OF SERV. RIGHTS/RESPA
<input type="checkbox"/>	VOE'S
<input type="checkbox"/>	VOD'S OR ALT. DOCUMENTS

**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)