

**VA LOAN DELIVERY CHECKLIST**

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

**PROGRAM:** ORANGE 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)