

PROGRAM FORMS

This topic addresses the specific bond compliance forms required for the bond program for originating, processing, closing and loan delivery.

All forms are available behind security at www.ehousingplus.com. The forms are behind security so that system data is accessed when the forms are printed. The forms auto-fill and are ready for execution. It is important that Underwriters and Closers are certain that the data in the system is correct before forms are printed.

The simple rule of who signs bond forms – if the person is named on the Mortgage/Deed or is the spouse of the Mortgagor (even if a non-borrowing spouse), they sign the bond compliance forms. Also, remember cosignors cannot live in property, do not sign bond documents or take title. Having people sign documents who should not sign is as incorrect as not having all sign who should. Under no circumstances may a cosignor have an ownership interest in the property. Also, please remember that only those on credit sign the 1003 and HUD-1.

Original, personal signatures of all borrowers and sellers are required and must match on all documents associated with the transaction.

Whenever a party is known in any of the documents by more than a single name, a Name Affidavit Will Be Required.

Powers of Attorney and/or Personal Representatives for the Borrower Are Not Acceptable. **Exception:** Active Duty Military Personnel may provide an “Alive and Well” letter.

ORIGINATING COMPLIANCE FORMS

In addition to all the standard disclosures, the bond program has specific disclosures all contained in the **Notices to Buyers** is auto-filled by system and executed at a time as closed as possible to loan application. To the borrower’s copy attach the two-page **Recapture Brochure**. The **Original** of the Notices to Buyers should be included in the package that goes to the Underwriter.

CLOSING COMPLIANCE FORMS (all are auto-filled and ready for execution)

- * **Affidavit/Certifications** (original in Compliance file)
- * **Tax Exempt Rider** (Must be recorded and sent to U S Bank)
- * **Settlement Notice re: Second Mortgage** (sent to U S Bank)
- * **Second Lien Note and Deed of Trust**

POST CLOSING COMPLIANCE FORMS (top portion auto-filled)

- **Compliance File Checklist** is available online.

The Master Servicer provides checklists on their site for submission of the Mortgage File that are available in All Regs.