

**Tennessee Housing Development Agency (THDA)  
New Start Closed Loan Submission Checklist**

Initial Delivery

Loan Closed with Program Partner's Funds

Follow up Documents

Program Partner Name: \_\_\_\_\_

Program Partner Number: \_\_\_\_\_

Program Partner Address: \_\_\_\_\_

THDA Loan #: \_\_\_\_\_

\_\_\_\_\_

Primary Borrower: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Loan Closed: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Date Mailed to THDA: \_\_\_\_\_

In each space, enter a "✓" or "X" (item enclosed), or "TF" (to follow), or "NA" (not applicable). Assemble package in order listed and attach with an ACCO fastener at the top middle. All items except those with an asterisk must be in package at initial delivery (which must be within 10 days of the date loan closed). All items must be complete, fully executed, dated and notarized, if required, all as indicated in each document and the Originating Agents' Guide.

\_\_\_\_ Original Request For Loan Purchase with Acknowledgement and Certification.

\_\_\_\_ Original Note, endorsed to THDA, and one copy. (Note faxed to THDA on \_\_\_\_\_.)

\_\_\_\_ Original recorded Deed of Trust, Riders and Affidavit of Affixation, if applicable, **OR**

\_\_\_\_ Certified copy of Deed of Trust, Riders and Affidavit of Affixation, if applicable, (fully executed but before recordation).

\_\_\_\_ Original recorded Assignment from Program Partner to THDA.

\_\_\_\_ Original Title Insurance Policy with THDA named as insured, **OR**

\_\_\_\_ Title Insurance Commitment

\_\_\_\_ Copy of executed Warranty Deed. (Copy of recorded Warranty Deed not required.)

\_\_\_\_ Copy of revised Good Faith Estimate (if applicable)

\_\_\_\_ Copy of signed HUD-1 and a separate HUD-1 on Second Mortgage

\_\_\_\_ Copy of Final Truth in Lending including Second Mortgage (if applicable)

\_\_\_\_ Copy of Hazard Insurance policy declarations page or Certificate of Insurance with THDA as named insured.

\_\_\_\_ Copy of Standard Flood Hazard Determination

\_\_\_\_ Copy of Flood Insurance Application with THDA as named insured and copy of premium check (if applicable).

\_\_\_\_ Address Certification (if applicable)

\_\_\_\_ Name Affidavit (if applicable)

\_\_\_\_ Original clear final inspection (construction completion)

\_\_\_\_ THDA Commitment conditions satisfied.

\_\_\_\_ Other: \_\_\_\_\_