

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

Program Partner: _____
 THDA Loan #: _____
 Primary Borrower: _____
 Date Loan Closed: _____
 Date to THDA: _____

CLOSING AGENT INFO:

Agent's Name: _____
 Phone Number: _____
 Email Address: _____

In each space, enter a "✓" or "X" (item enclosed), or "TF" (to follow), or "NA" (not applicable). Assemble package in order listed. 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.

- ___ Request For Loan Purchase with Acknowledgement and Certification.
- ___ Original or Certified Copy of Recorded Power of Attorney, if applicable
- ___ Initial Escrow Account Disclosure
- ___ Original Note, Endorsed to THDA. Upload within 24 hours.
- ___ Recorded Deed of Trust, Riders (including Condominium Rider) and Affidavit of Affixation, if applicable
 - ___ Copy of Unrecorded with Closing Package
- ___ Recorded Assignment from Program Partner to THDA.
- ___ Title Insurance Policy with THDA Named as Insured, **OR**
 - ___ Title Insurance Commitment
- ___ Copy of Executed Warranty Deed. (Copy of Recorded Warranty Deed not required.)
- ___ Initial and Final Signed Closing Disclosure
- ___ Copy of Hazard Insurance Policy Declarations Page or Certificate of Insurance with THDA as Named Insured.
- ___ Copy of Standard Flood Hazard Determination, Life of Loan Certification to be in THDA's Name
- ___ 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)
- ___ THDA Commitment Conditions Satisfied.
- ___ Copy of signed Note and Deed of Trust for all Subordinate Liens.
- ___ IRS Form 4506-C and Taxpayer First Act Disclosure
- ___ Final executed Uniform Residential Loan Application (URLA) Signed by all parties
- ___ Verbal Verification of Employment within 10 days of Note Date
- ___ Other: _____
- ___ Hello/Goodbye letter – Notice of Transfer of Servicing

HOMEOWNER'S ASSOCIATION INFO (if applicable)

HOA Name: _____ Amount Due: \$ _____
 Address: _____ Frequency: ___ Monthly
 _____ ___ Quarterly
 Contact Name: _____ ___ Annually
 Contact Email: _____ Phone #: _____