

GC97 CLOSED LOAN SUBMISSION CHECKLIST

FREDDIE MAC HFA ADVANTAGE MORTGAGE



OA Name: _____
Contact Person: _____
Phone : (_____) _____
Email: _____

THDA Loan #: _____
Primary Borrower: _____
Date Loan Closed: _____

Lock Expiration Date = Mandatory Delivery Date: _____

Please upload package to: **THELMA.THDA.ORG**

In each space below, enter check (X) for items enclosed, or enter "**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 calendar days of the date loan closed).

- ____ Final ULDD (Uniform Loan Delivery Dataset, XML File) Exported from Lender's LOS and Uploaded to THELMA.
- ____ Request for Loan Purchase with Acknowledgement and Certification
- ____ Power of Attorney, Original and Recorded (if applicable)
- ____ Initial Escrow Account Disclosure
- ____ Freddie Mac UCD Findings Report Reflecting "Successful Result"
- ____ Loan Quality Advisor Loan Evaluation Summary, only critical edit should "HFA Advantage Loan Offering"
- ____ Executed Form SSA-89 with Wet Signature
- ____ Original Note, Endorsed To THDA (Copy Uploaded)-Original Received within 10 Calendar Days of Closing
- ____ Original Second Mortgage Note, Endorsed To THDA (Copy Uploaded) Original Received within 10 Calendar Days of Closing
- ____ *Recorded Deed of Trust; Copy of Unrecorded With Closing Package. **THDA Rider Should Not Be Included For Freddie Mac Loans.**
- ____ Recorded Second Mortgage Deed of Trust, if applicable; Copy Of Unrecorded with Closing Package
- ____ *Recorded Assignment from OA to THDA (N/A If MERS Documents Submitted)
- ____ *Title Insurance Policy with THDA, ISAOA ATIMA Named As Insured
- ____ Executed Warranty Deed
- ____ Signed Closing Disclosure for First Mortgage, Evidence Borrower Received 3 Business Days Prior to Consummation.
- ____ Signed Closing Disclosure for Second Mortgage, Evidence Borrower Received 3 Business Days Prior to Consummation.
- ____ Final Executed 1003 URLA
- ____ Private Mortgage Insurance Certificate Reflecting Loan Amount Equal To Amount On Mortgage Note.
- ____ Private Mortgage Insurance Disclosure Relating To Cancellation And Termination Provisions.
- ____ Hazard Insurance Policy Declarations Page or Certificate of Insurance with THDA, ISAOA ATIMA as Named Insured.
- ____ Life of Loan Flood Hazard Determination
- ____ Notice to Borrower in Special Flood Hazard Area (if applicable)
- ____ Flood Insurance Application with THDA as Named Insured and Copy of Premium Check (if applicable)
- ____ Address Certification (if applicable)
- ____ Name Affidavit
- ____ Copy of Clear Termite Letter or Soil Treatment Certificate (if applicable)
- ____ THDA Commitment Conditions Satisfied
- ____ IRS Form 4506-C
- ____ Final Inspection (if applicable) Reflecting All Repairs Complete
- ____ Verbal Verification of Employment within 10 Days of Note Date
- ____ Hello/Goodbye Letter – Notice Of Transfer of Servicing For First Mortgage
- ____ Hello/Goodbye Letter – Notice Of Transfer of Servicing For Second Mortgage

***FINAL TRAILING DOCUMENTATION MANDATORY DELIVERY DATE:**

Closing Date + 120 days = _____, ____.