

Ralph M. Perrey, Executive Director



**MEMORANDUM**

DATE: February 1, 2021

TO: New Start Partners

FROM: Rhonda Ronnow, Director of Loan Operations, Single Family Programs

SUBJECT: **New Start Checklists**

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THDA's Underwriting and Closing Submission Checklists have been updated to include additional information required in previous memos and updates. Please start utilizing these updated forms immediately. Below are the changes you will see on the forms:

**Underwriting Submission Checklist additions:**

- Power of Attorney, if applicable
- Title Commitment, including legal description
- Hazard Insurance Declarations Page

**Closing Submission Checklist additions:**

- 4506-T has been updated to 4506-C as stated in the December 1, 2020 memo
- Taxpayer First Act Disclosure
- Original or certified copy of recorded Power of Attorney, if applicable.
- Verbal Verification of Employment (VVOE) within 10 days of the note date\*

Please note that the standard timeframe for a VVOE is 10 days. Following COVID-19 guidelines provided in April 2020, **this timeline is reduced to 5 days of the note date.**

Thank you again for your continued support and participation in the THDA mortgage program. If you have any questions, please call 615-815-2100 or send an e-mail to [SFask@thda.org](mailto:SFask@thda.org).