

# CLOSED LOAN SUBMISSION CHECKLIST

THDA Loan Number: \_\_\_\_\_

Borrower Name: \_\_\_\_\_

Lender Contact Name: \_\_\_\_\_

File Contact Email Address \_\_\_\_\_

Lender Loan Number \_\_\_\_\_

Seller ULI - LEI Number: \_\_\_\_\_

ORIGINAL DOCUMENTS – Ship under separate cover	
First Mortgage Note/Allonge endorsed	Second Mortgage Note endorsed
FINAL ORIGINAL DOCUMENTS – Ship under separate cover	
Shipping Address	
Recorded Deed of Trust, including Riders (if applicable)	THDA/VMLS
Recorded Assignment to MERS (if applicable)	Attn: SFLO Closing Department
Recorded Power of Attorney (if applicable)	404 James Robertson Pkwy, Suite 1450
Final Title Policy	Nashville, TN 37219-1536

## LOAN FILE DELIVERY – ASSEMBLE AND UPLOAD PACKAGE IN ORDER LISTED BELOW. INITIAL DELIVERY WITHIN 10 DAYS OF CLOSING

Loan Purchase Sheet	
	Request for Loan Purchase
1st Mortgage Collateral Documents	
	Note/Addenda/Allonge endorsed (copy)
	Power of Attorney Copy, if applicable
	Deed of Trust, including Riders (if applicable)
	Assignment to MERS, if applicable
	Title Commitment (including evidence of ordering Survey or Alta 9 endorsement & Plat Map; Alta 8 endorsement; Alta 7.6 for MFG Home)
	Signature/Name Affidavit
	Executed Warranty Deed (Certified Copy of Recorded if MFG Home)
2nd Mortgage Collateral Documents	
	Down Payment Assistance Note endorsed (copy)
	Down Payment Assistance Deed of Trust
	Assignment to MERS, if applicable
TRID Documentation	
	1st Mortgage All Closing Disclosures (initial & final)
	2nd Mortgage Closing Disclosures (initial & final)
Escrow Documentation	
	Initial Escrow Account Disclosure
	Hazard Insurance Policy Declarations Page
	Standard Flood Hazard Determination
	Flood Insurance Application
	Flood Hazard Insurance Binder (if applicable)
	Condo Master Insurance Binder (if applicable)
Manufactured Home Documents	
	Original Certificate of Title or Manufactured Certificate of Origin
	Affidavit of Affixation
	De-title letter

Other Documentation	
	Final Uniform Residential Loan Application
	HUD/VA Addendum to Uniform Residential Loan Application - Final
	Address Certification (if applicable)
	Clear Termite or Soil Treatment Certificate
	Applicable new construction documents per loan type
	Escrow Agreement for Repairs
	THDA Commitment Conditions per page 2 of Commitment
	IRS Form 4506-C
	URAR Final Inspection (if applicable)
	VVOE Verbal Verification of Employment
	Hello/Goodbye Letter – Notice of Transfer of Servicing for First Mortgage
	Hello/Goodbye Letter – Notice of Transfer of Servicing for Second Mortgage
FHA Compliance	
	FHA Connection reflecting THDA as Holder
	FHA Connection evidence Upfront Premium Paid
	Mortgage Insurance Certificate
USDA Compliance	
	3555-17 Loan Note Guarantee
	3555-11 Lender Record Change
VA Compliance	
	VA LGC
Freddie Mac HFA Advantage	
	Uniform Collateral Dataset (UCD) Findings Report
	Private Mortgage Insurance Certificate, if applicable
	Private Mortgage Insurance Disclosure, if applicable
	Final ULDD (Uniform Loan Delivery Dataset, XML File Exported from LOS & Uploaded to THELMA)
	LQA Evaluation Summary
	Executed Form SSA-89 (wet signature)

Questions? SFAsk@thda.org