

**TENNESSEE HOUSING DEVELOPMENT AGENCY
NEW START ASSUMPTION APPLICATION CHECKLIST**

Applicant name(s) _____ Property Address _____

___ With release Property in Targeted Area? ___ Yes ___ No Income Limit \$ _____

___ Without release Acquisition Cost Limit \$ _____

Loan Type: _____ THDA loan number: _____ Servicer loan # _____

- _____ Signed and dated Transmittal Summary, 1008 (qualifying assumption)
- _____ Signed Loan Applications, scratch and final typed
- _____ Contract for Sale
- _____ 2nd and 3rd Mortgage Agreement with Terms and Conditions with monthly payments
- _____ Documentation of foreclosure/DIL on 2nd and 3rd mortgages
- _____ Loan Estimate and other mandated disclosures
- _____ Original Executed and notarized Application Affidavit
- _____ Executed Acquisition Cost Worksheet
- _____ Credit Report (qualifying assumption)
- _____ VOEs, all employed household members, Child Support verification/Marital dissolution
- _____ Copies, current pay stubs (last 30 days) with YTD, all employed household members
- _____ Copies, award or eligibility statements for retirement, disability, public assistance, etc., all household members
- _____ Copy, most recent bank and investment statements, all accounts (qualifying assumption)
- _____ Copy, new URAR (appraisal), if guaranteed by RD, or if PMI loan and applicant is requesting cancellation
- _____ Copies, last year's Federal income tax return and W-2's. Either an original or copied signature(s) must appear in the signature block.
- _____ Rent Verification, all applicants. Minimum 36 month period if **not** in a targeted area. Minimum two years if property is located in a targeted area.
- _____ Signed Recapture Disclosure (If originally closed on or After January 1, 1991)
- _____ Copy of Homebuyer's Certificate

Submitter's Phone _____ Submitter's Fax _____

E-Mail Address _____ Date Submitted _____

THDA USE ONLY: CURRENT PMT DUE: \$ _____
 CURRENT BALANCE: \$ _____
 VERIFIED BY: _____