

**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 of Current Pay Stubs (Last 30 Days) with YTD, All Employed Household Members
- ___ Copies of Award or Eligibility Statements for Retirement, Disability, Public Assistance, etc., All Household Members
- ___ Copy of Most Recent Bank and Investment Statements, All Accounts (Qualifying Assumption)
- ___ Copy of New URAR (Appraisal), if guaranteed by RD, or if PMI Loan and Applicant is Requesting Cancellation
- ___ Copies of 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 on all Applicants. Minimum of 36 Month Period if **not** in a Targeted Area. Minimum of 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: _____