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: ___________________