

THDA LENDER NOTICE: #2021-08

April 30, 2021

SUBJECT: Revisions to Underwriting and Closing Checklists

Effective immediately, THDA is amending all Underwriting and Closing Submission checklists to include additional documentation that THDA's audit team has requested in the files. These items are standard mortgage loan disclosures and/or documentation that are already provided and/or signed by the borrower, however, not previously requested by THDA.

Additions to the Underwriting Submission checklist include:

- Evidence of Borrower's Identity
- Borrower Signature Authorization
- Borrower Consent to Use Tax Returns (Taxpayer First Act Disclosure)
- E-Sign Act Consent
- Intent to Proceed
- ECOA
- For FHA Loans
 - Identity of Interest Certification
 - 92564-CN Home Inspection
 - 92900-B Important Notice
- For Freddie Mac Loans
 - Documentation Checklist

Additions to the Closing Submission checklist include:

- A separate line item for the Notice of Transfer of Servicing for the Second Mortgage
- Evidence borrower received CD 3 business days prior to consummation for both mortgages
- For FHA Loans, Upfront Premium Payment History Details from FHA Connection

Any additional documentation used for the approving underwriter to make a final approval on the mortgage loan should also be included in the submission to THDA, regardless if listed on the Submission Checklist.

Forms affected:

- **Underwriting Submission Checklist-Great Choice (HO-0549)**
- **Closed Loan Submission Checklist-Great Choice (HO-0541)**
- **Underwriting Submission Checklist-GC97 (HO-0550)**
- **Closed Loan Submission Checklist-GC97 (HO-0542)**

Questions may be directed to sfask@thda.org or 615-815-2100.