

## SMC LOAN DELIVERY CHECKLIST

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

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

Lender Contact Phone Number: \_\_\_\_\_

Lender Contact Email: \_\_\_\_\_

**BORROWER'S NAME:** \_\_\_\_\_ **LOAN#:** \_\_\_\_\_

- \_\_\_\_\_ Act of Correction - (if applicable) Follow-up with Recorded AOC
- \_\_\_\_\_ Affiliated Business Disclosure
- \_\_\_\_\_ Allonge to Note (if applicable) - **Endorsed to Standard Mortgage Corporation**
- \_\_\_\_\_ Appraisal & Appraiser's License (must upload electronic appraisal (**colored copy**) to SMC)
- \_\_\_\_\_ Assignment - assigned to SMC – Original (unless MERS – provide evidence transferred to SMC)
- \_\_\_\_\_ Borrower's Certification and Authorization Form
- \_\_\_\_\_ CFPB's Your Home Loan Toolkit (purchases only) provided to borrower(s)
- \_\_\_\_\_ Compliance Agreement/ Errors & Omissions
- \_\_\_\_\_ (CD) Acknowledgement of Closing Disclosure (CD) - evidence of borrower's receipt of the Initial CD
- \_\_\_\_\_ (CD) APR on Final CD not to change more than .125% of % disclosed (on regular loans)
- \_\_\_\_\_ (CD) Final Closing Disclosure (signed and dated)
- \_\_\_\_\_ (CD) Initial Closing Disclosure
- \_\_\_\_\_ (CD) All fees on the CD must show the name of the person receiving the fee
- \_\_\_\_\_ (CD) Real estate commissions, if applicable, must appear on the CD
- \_\_\_\_\_ Credit Report
- \_\_\_\_\_ Desktop Underwriting Finding (**DU**) / Loan Prospector (**LP**) / Guaranteed Underwriting System (**GUS**)
- \_\_\_\_\_ Documents to support a Transfer of Appraisal (if applicable)
- \_\_\_\_\_ Fraud Review results including: LDP (Limited Denial of Participant) and GSA (General Service Admin.) Compliance
- \_\_\_\_\_ Driver's License / Picture ID / Perm. Resident Card
- \_\_\_\_\_ E-Delivery Consent
- \_\_\_\_\_ ECOA Notice – Federal Equal Credit Opportunity Act (signed & dated)
- \_\_\_\_\_ Elevation Certificate (if prop. is in Flood Zones A or V, Flood Ins. is required & house was built after 1976)
- \_\_\_\_\_ Evidence Flood Zone Certification is transferred to Standard Mortgage Corporation
- \_\_\_\_\_ Evidence Hazard, Flood and/or Wind/Hail is transferred to Standard Mortgage Corporation
- \_\_\_\_\_ Final Inspection Report/Re-cert of Value (if applicable) (Required if over the 100 day mark for lock extension)
- \_\_\_\_\_ Final Loan Application w/ **NMLS #** & Demographic Information Addendum & HUD 92900-A Addendums (for FHA and VA loans) (signed & dated)
- \_\_\_\_\_ First Payment Letter
- \_\_\_\_\_ Flood Hazard Determination Form (borrower(s) sign/date pg. 2 if **not** in flood zone) - **Life of Loan Type**
- \_\_\_\_\_ Flood Insurance Dec page or application with proof of payment, including wind and hail (if applicable)
- \_\_\_\_\_ Freddie Exclusionary List Check
- \_\_\_\_\_ Hazard Ins. Dec page including proof of payment (must meet req. of FNMA/FHLMC/GNMA/FHA/VA/RHS)
- \_\_\_\_\_ Higher-Priced Mortgage Loan Disclosure (**HPML**) - if applicable
- \_\_\_\_\_ Homeownership Counseling Organizations List (must include at least 10 approved agencies)
- \_\_\_\_\_ Income Calculation Worksheet / Assets Worksheet
- \_\_\_\_\_ Income Documents
- \_\_\_\_\_ Initial Escrow Disclosure Statement or Waiver - (Waiver if applicable for Conv. Loans Only!)
- \_\_\_\_\_ Initial Loan Application & Demographic Information Addendum & HUD 92900-A Addendums (for FHA and VA loans) (signed & dated)
- \_\_\_\_\_ Insurance Policy Mortgagee Clause must read: **SMC - ISAOA/ATIMA- P.O. Box 792107, San Antonio, TX 78279**
- \_\_\_\_\_ Intent to Proceed with Application
- \_\_\_\_\_ IRS Tax Returns - 4506 Tax Verification and Current Check Stubs or IRS Transcripts (2 Years – if the Underwriter Specifically requests the tax returns in their conditions and in the DU)
- \_\_\_\_\_ IRS W-9 Tax Form for each borr. & 4506/4506T (**Line item# 5 must be blank**) Self Employed borrowers - IRS Form 8821)
- \_\_\_\_\_ (LE) Initial Loan Estimate (LE) - update LE if loan is re-disclosed; all issued LE's must include a "Provider List" & "Change of Circumstance" (if applicable)
- \_\_\_\_\_ (LE) Final LE must be issued at least 4 days prior to closing; cannot issue any LEs after CD is issued
- \_\_\_\_\_ Mortgage...w/ Riders (if applicable) & must include "**Title Insurance Identifier**" & "**NMLS#**" (Follow-up w/ Orig. Rec. Mtg.)
- \_\_\_\_\_ Name Affidavit
- \_\_\_\_\_ Notice of Right to Cancel and Rescission Confirmation (if applicable)
- \_\_\_\_\_ Notice Regarding Furnishing of Negative Information
- \_\_\_\_\_ Occupancy Affidavit
- \_\_\_\_\_ Original Note ... Must include "**Notary ID#**" and "**NMLS#**" (**Endorsed to Standard Mortgage Corporation**)
- \_\_\_\_\_ Patriot ACT Disclosure
- \_\_\_\_\_ Payment History showing the current "Principal" & "Escrow" balances

## LOAN DELIVERY CHECKLIST - CONTINUED

- \_\_\_\_\_ PMI Certificate / Disclosures (if applicable) & Evidence PMI was activated & transferred to SMC
- \_\_\_\_\_ Power of Attorney – if applicable (Follow up with Recorded POA)
- \_\_\_\_\_ Privacy Policy & Practices Form
- \_\_\_\_\_ Purchase Agreement/Addendums & Ext. (copy of check/money order...req. by borrower at closing (if applicable)
- \_\_\_\_\_ QM Findings (Qualified Mortgage)
- \_\_\_\_\_ Rate Lock Confirmation Sheet
- \_\_\_\_\_ Servicing intention statement shown correctly on the LE
- \_\_\_\_\_ Servicer Provider's List
- \_\_\_\_\_ Signed Flood Ins. Waiver (if property is located in Flood Zone B, C or X and has no flood insurance)
- \_\_\_\_\_ Social Security Admin. (SSA) Authorization to Release SSN Verification (Form# 06-2013 – must have orig. signature)
- \_\_\_\_\_ SS Admin. (SSA) doc. must contain: Business trans. explanation & reasons checked off as to why CBSV applies
- \_\_\_\_\_ Survey or Survey Waiver
- \_\_\_\_\_ Tax Information Sheet (**must include Parcel#**)
- \_\_\_\_\_ Termite Cert. (If not required need signed Termite Waiver—Active/Major damage need evidence of treatment)
- \_\_\_\_\_ Title Commitment / Title Policy: Insured name must include: ISAOA/ATIMA & written exactly as on Note
- \_\_\_\_\_ Title Commitment or Short Form Title Policy (**Follow up w/ Original Short Form Policy**)
- \_\_\_\_\_ Underwriter's Approval / Closing Conditions (signed/dated)
- \_\_\_\_\_ Uniform Coll. Data Portal (UCDP) / Appraisal Summary Submission Report (**Conv. Loans Only**)
- \_\_\_\_\_ Uniform Closing Dataset (UCD) with PDF of latest CD Date Issued (**Conv. Loans and HFA Loans**) & transferred to SMC
- \_\_\_\_\_ Uniform Underwriting & Transmittal Summary (signed/dated) (**Form# 1008 Conventional Loans!**)
- \_\_\_\_\_ Verification of Deposit Form and Current Bank Statements
- \_\_\_\_\_ Verification of Employment (VOE) within 10 days of closing - if self employed YTD Profit & Loss Statement  
*(Previous VOE is required if employment on current job is less than 2 yrs.)*
- \_\_\_\_\_ Wiring or ACH Instructions

## NEW CONSTRUCTION DOCUMENTS

- \_\_\_\_\_ Builder's Certification (HUD– 92541)
- \_\_\_\_\_ Builder's Permit (**signed**)
- \_\_\_\_\_ Builder's Warranty of Completion (HUD–92544)
- \_\_\_\_\_ Certification of Occupancy or 10 Year Warranty
- \_\_\_\_\_ Final Compliance Inspection (HUD-92051)
- \_\_\_\_\_ Subterranean Termite Soil Guarantee Treatment (HUD-NPCA-99-A)
- \_\_\_\_\_ Subterranean Termite Soil Treatment Record (HUD-NPCA-99-B)

## FHA LOAN DELIVERY DOCUMENTS

- \_\_\_\_\_ FHA – Case # Assignment / CAIVRS Authorization# (FHA Connection)
- \_\_\_\_\_ FHA – Case # Transfer of Appraisal (if applicable)
- \_\_\_\_\_ FHA - Conditional Commitment (HUD-92800.5B)
- \_\_\_\_\_ FHA - Direct Endorsement Approval – Addendums pages 1 – 4 (HUD-92900-A)
- \_\_\_\_\_ FHA - For Your Protection – Get Home Inspection Notice
- \_\_\_\_\_ FHA - Important Notice to Homebuyer – Assumption of HUD/FHA Insured Mortgage Release of Personal Liability
- \_\_\_\_\_ FHA - Informed Consumer Choice Disclosure Notice
- \_\_\_\_\_ FHA - Loan Uniform Underwriting and Transmittal Summary (**Form# 92900-LT – signed/dated**)
- \_\_\_\_\_ FHA - Notice to Homeowner
- \_\_\_\_\_ FHA - Real Estate Certification and Amendatory Clause
- \_\_\_\_\_ FHA - UFMIP – Evidence of MIP payment

## VA LOAN DELIVERY DOCUMENTS

- \_\_\_\_\_ Certificate of Commitment (If underwritten by VA)
- \_\_\_\_\_ Certification of Eligibility (VA26-8320)
- \_\_\_\_\_ Certification of Reasonable Value (VA26-1843)
- \_\_\_\_\_ Indebtedness Letter (VA26-8937) – (only if borrower is exempt from VAFF)
- \_\_\_\_\_ Loan Analysis (VA26-6393)
- \_\_\_\_\_ Report and Certification of Loan Disbursement (VA26-1820)
- \_\_\_\_\_ VA Counseling Checklist (VA26-0592)
- \_\_\_\_\_ VA Federal Collection Policy (VA26-0503)
- \_\_\_\_\_ VA Funding Fee Transmittal Form – Evidence of payment

Effective January 1, 2015, VA will require the use of the current National Pest Management Association (NPMA) Department of Housing and Urban Development (HUD) forms NPMA-99A, Subterranean Termite Protection Builder's Guaranty and NPMA-99-B, New Construction Subterranean Termite Service Record, for new and proposed construction properties in areas where wood-destroying insect information is required. Prior forms NPCA-99-A and NPCA-99-B will be obsolete and should no longer be used.

## USDA/RD LOAN DELIVERY DOCUMENTS

- \_\_\_\_\_ Comp. of Homeownership Counseling (1<sup>st</sup> time borrower if req. by the RD issuing Cond. Commit.)
- \_\_\_\_\_ Conditional Commitment for Single Family Housing Loan Guarantee (RD1980-18)
- \_\_\_\_\_ Evidence RD Fee has been sent
- \_\_\_\_\_ Guaranteed Loan Closing Report (RD1980-19)
- \_\_\_\_\_ USDA – Privacy Act (RD410-9)
- \_\_\_\_\_ Rural Development Occupancy Rider to the Mortgage

### \*LOUISIANA HOUSING CORP. (LHC) BOND MARKET RATE DOCUMENTS

- \_\_\_\_\_ **(Exhibit A)** Program Loan Confirmation Form
- \_\_\_\_\_ **(Exhibit D)** Rate Lock 30 Day Extension Request - **\$375 non-refundable fee for 30 day Lock Extension** (Updated Appraisal is required if the loan is over the 100 day mark for lock extension)
- \_\_\_\_\_ **(Exhibit E)** Req. for “Down Pymt Assist. /Wiring Instr.” **Must email to LHC 24 hours prior to day of closing w/Final CD**
- \_\_\_\_\_ LHC Gift Letter w/ Evidence funds were received by closing attorney or borrower **(signed/dated)**

**\*Note:** A **\$20.00** Wire Fee will be charged on the Purchase Advice for all **LHC Bond Loans with Assistance!**

### LHC HFA PREFERRED PROGRAM

- \_\_\_\_\_ **(Exhibit A)** Program Loan Confirmation Form
- \_\_\_\_\_ **(Exhibit D)** Rate Lock 30 Day Extension Request - **\$375 non-refundable fee for 30 day Lock Extension** (Updated Appraisal is required if the loan is over the 100 day mark for lock extension)
- \_\_\_\_\_ **(Exhibit E)** Program Requisition Form/Wiring Instructions **Must fax to LHC by 2:00 PM for Next Day Funding with Final CD**

**\*Note:** A **\$20.00** Wire Fee will be charged on the Purchase Advice for all **LHC Bond Loans with Assistance!**

### LOUISIANA HOUSING CORPORATION (LHC) MORTGAGE REVENUE BOND PROGRAM 2018

- \_\_\_\_\_ **(Exhibit A)** Mortgage Revenue Bond Program Compliance Review Checklist
- \_\_\_\_\_ **(Exhibit B)** Mortgage Revenue Bond Program Loan Confirmation
- \_\_\_\_\_ **(Exhibit C)** Mortgage Revenue Bond Program Commitment Letter
- \_\_\_\_\_ **(Exhibit D)** Mortgage Revenue Bond Program Borrower’s Affidavit and Notice of Potential Recapture Tax
- \_\_\_\_\_ **(Exhibit D1)** Mortgage Revenue Bond Program Acquisition Cost Worksheet
- \_\_\_\_\_ **(Exhibit D2)** Mortgage Revenue Bond Program Mortgagor Income Eligibility Worksheet
- \_\_\_\_\_ **(Exhibit E1)** HOME/Mortgage Revenue Bond Program Homeownership Summary
- \_\_\_\_\_ **(Exhibit E1 Attachment I)** Eligibility Requirements
- \_\_\_\_\_ **(Exhibit E1 Attachment II)** Household Income Certification Worksheet
- \_\_\_\_\_ **(Exhibit E1 Attachment III)** HOME Project Summary – Application Certification
- \_\_\_\_\_ **(Exhibit E2)** HOME/Mortgage Revenue Bond Program Homeownership Regulatory Agreement (The Executed and Recorded Exhibit E2 HOME/Mortgage Revenue Bond Program Homeownership Regulatory Agreement with recorder’s receipt must be delivered via Certified or Express Mail with return receipt to Louisiana Housing Corporation and Standard Mortgage Corporation)
- \_\_\_\_\_ **(Exhibit A to the Exhibit E2)** Complete Legal Description of Property
- \_\_\_\_\_ **(Exhibit F)** Mortgage Revenue Bond Program Closing Review Checklist
- \_\_\_\_\_ **(Exhibit G)** Mortgage Revenue Bond Program Closing Certification
- \_\_\_\_\_ **(Exhibit H)** Mortgage Revenue Bond Program Tax-Exempt Program Rider
- \_\_\_\_\_ **(Exhibit I)** Mortgage Revenue Bond Program Notice to FHA/VA Buyers
- \_\_\_\_\_ **(Exhibit J)** Mortgage Revenue Bond Program Affidavit of Seller
- \_\_\_\_\_ **(Exhibit K)** Mortgage Revenue Bond Program Reservation Request
- \_\_\_\_\_ **(Exhibit L)** Mortgage Credit Certificate Program Underwriter Certification Form (Backup Document – Contact Single Family before Submission)
- \_\_\_\_\_ **(Exhibit M)** Mortgage Revenue Bond Program Extension Request (if applicable)
- \_\_\_\_\_ **(Exhibit N1)** Mortgage Revenue Bond Program Maximum Permissible Family Income Limits per Parish for 2017
- \_\_\_\_\_ **(Exhibit N2)** HOME/Mortgage Revenue Bond Program Maximum Permissible Family Income Limits per Parish for 2017
- \_\_\_\_\_ **(Exhibit O)** Mortgage Revenue Bond Program Maximum Permissible Acquisition Cost For Residential Housing Units – 2018 State of Louisiana
- \_\_\_\_\_ **(Exhibit P)** Mortgage Revenue Bond Program Qualified Targeted Census Tract Codes for Louisiana, 2018
- \_\_\_\_\_ **(Exhibit Q)** Mortgage Revenue Bond Program Requisition Form – Wiring Instructions
- \_\_\_\_\_ **(Exhibit R)** Mortgage Revenue Bond Program Request for Over Income Exception or Federally Declared Disaster Targeted Area Request Form (if applicable)

- \_\_\_\_\_ (Exhibit X) Mortgage Revenue Bond Program Notice of Denial (if applicable)
- \_\_\_\_\_ Louisiana Housing Corporation Mortgage Revenue Bond Program Second Mortgage Instrument (The Fully Executed and Recorded Second Mortgage with Recorder's Receipt or stamped Certified must be delivered via Certified or Express Mail with return receipt to Louisiana Housing Corporation and Standard Mortgage Corporation)
- \_\_\_\_\_ Louisiana Housing Corporation Mortgage Revenue Bond Program Second Mortgage Promissory Note (The Fully Executed Original Promissory Note must be delivered via Certified or Express Mail with return receipt to Louisiana Housing Corporation and a copy to Standard Mortgage Corporation)

**\*Note:** A **\$20.00** Wire Fee will be charged on the Purchase Advice for all **LHC Bond Loans with Assistance!**  
 A **\$75.00** Compliance Fee for **LHC MRB Assisted or Home and LHC Soft Second Program!**

**LOUISIANA HOUSING CORPORATION (LHC)**  
**SOFT SECOND PROGRAM**

- \_\_\_\_\_ (Exhibit A) LHC Soft Second Program Confirmation Report
- \_\_\_\_\_ (Exhibit E) Requisition Form Soft Second
- \_\_\_\_\_ (Exhibit G) LHC Soft Second Program Compliance Package Submission Checklist
- \_\_\_\_\_ (Exhibit H) Borrower Affidavit
- \_\_\_\_\_ (Exhibit I) Project Summary
- \_\_\_\_\_ (Exhibit J) Duplication of Benefits Certification
- \_\_\_\_\_ (Exhibit N) Consent & Release Form, Nonpublic Personal Information Form
- \_\_\_\_\_ (Exhibit P) Post Closing Review Checklist
- \_\_\_\_\_ (Exhibit Q) Affidavit of Seller
- \_\_\_\_\_ (Exhibit R) Flood Insurance Acknowledgment
- \_\_\_\_\_ Second Mortgage Instrument
- \_\_\_\_\_ Second Mortgage Promissory Note
- \_\_\_\_\_ Closing Cost Note
- \_\_\_\_\_ Insurance Policies need to equal the 1st & 2 mortgages and list LHC on policy

**\*Note:** A **\$20.00** Wire Fee will be charged on the Purchase Advice for all **LHC Bond Loans with Assistance!**  
 A **\$75.00** Compliance Fee for **LHC MRB Assisted or Home and LHC Soft Second Program!**

**LOUISIANA HOUSING CORPORATION (LHC)**  
**MORTGAGE CREDIT CERTIFICATE PROGRAM**

- \_\_\_\_\_ (Exhibit A) Mortgage Credit Certificate Program Compliance File Checklist
- \_\_\_\_\_ (Exhibit B) Mortgage Credit Certificate Program Household Income Calculation Worksheet
- \_\_\_\_\_ (Exhibit C) Mortgage Credit Certificate Program Conditional Commitment Letter (if applicable)
- \_\_\_\_\_ (Exhibit D) Mortgage Credit Certificate Program Confirmation Report
- \_\_\_\_\_ (Exhibit E) Mortgage Credit Certificate Program Notice to Eligible Borrower Regarding Potential Recapture Tax and Mortgage Affidavit
- \_\_\_\_\_ (Exhibit F) Mortgage Credit Certificate Program Underwriter Certification Form (Backup Document – Contact Single Family before Submission)
- \_\_\_\_\_ (Exhibit G) Mortgage Credit Certificate Program Owner Occupancy Certification
- \_\_\_\_\_ (Exhibit I) Mortgage Credit Certificate Program Military Veteran's Eligibility Affidavit
- \_\_\_\_\_ (Exhibit J) Mortgage Credit Certificate Program Seller Affidavit
- \_\_\_\_\_ (Exhibit K) Mortgage Credit Certificate Program Closing Affidavit
- \_\_\_\_\_ (Exhibit L) Mortgage Credit Certificate Program Certificate of Lender
- \_\_\_\_\_ (Exhibit N) Mortgage Credit Certificate Program Tax Return Affidavit
- \_\_\_\_\_ (Exhibit O) Mortgage Credit Certificate Program Extension Request (if applicable)
- \_\_\_\_\_ (Exhibit P) Mortgage Credit Certificate Program Reservation Request (Backup Document – Contact Single Family before Submission)
- \_\_\_\_\_ (Exhibit Q) Mortgage Credit Certificate Program Reissuance Checklist (if applicable)
- \_\_\_\_\_ (Exhibit R) Mortgage Credit Certificate Program Request for Reissuance (if applicable)
- \_\_\_\_\_ (Exhibit S) Mortgage Credit Certificate Program Resubmission Request (if applicable)
- \_\_\_\_\_ (Exhibit T) Mortgage Credit Certificate Program Maximum Permissible Acquisition Cost For Residential Housing Units – 2016 State of Louisiana
- \_\_\_\_\_ (Exhibit U) Mortgage Credit Certificate Program Maximum Permissible Family Income Limits per Parish for 2017
- \_\_\_\_\_ (Exhibit V) Mortgage Credit Certificate Program Monthly Savings Worksheet
- \_\_\_\_\_ (Exhibit W) Mortgage Credit Certificate Program Schedule of Fees
- \_\_\_\_\_ (Exhibit X) Mortgage Credit Certificate Program Notice of Denial (if applicable)
- \_\_\_\_\_ (Exhibit Y) Mortgage Credit Certificate Program Qualified Targeted Census Tract Codes For Louisiana, 2015
- \_\_\_\_\_ (Exhibit Z) Mortgage Credit Certificate Program Form of Certificate
- \_\_\_\_\_ (Exhibit AA) Mortgage Credit Certificate Program Request for Assumption (if applicable)

**SOUTHERN MORTGAGE ASSISTANCE PROGRAM (SMAP)**

- \_\_\_\_\_ (Exhibit A) Lender Information Form
- \_\_\_\_\_ (Exhibit B) Term Sheet
- \_\_\_\_\_ (Exhibit C) Lender Certificate– **Must be signed 20 calendar days from the Initial Mtg. Reservation Date!!**
- \_\_\_\_\_ (Exhibit D) Down Payment/Closing Cost Assistance Grant
- \_\_\_\_\_ (Exhibit E) Down Payment Assist. /Reservation - **Must fax to JPFA 24 hours prior to day of closing w/ Final CD**
- \_\_\_\_\_ (Exhibit F) Rate Lock 30 Day Extension Form - **\$375 non-refundable fee for 30 day Lock Extension** (Updated Appraisal is required if the loan is over the 100 day mark for lock extension)

**MISSISSIPPI HOME CORPORATION (MHC)**  
**MORTGAGE REVENUE 007 BOND PROGRAM (MRB007)**

- \_\_\_\_\_ (MRB001) - Reservation Form
- \_\_\_\_\_ (MRB002) - Mortgage Revenue Bond Checklist
- \_\_\_\_\_ (MRB003) - Executed Borrower Certification
- \_\_\_\_\_ (MRB007) - Executed Borrower Affidavit
- \_\_\_\_\_ (MRB010) - Attorney Information Form and Wiring Instruction
- \_\_\_\_\_ (MRB016) - Notice to Borrower
- \_\_\_\_\_ Executed Potential Recapture Tax Form
- \_\_\_\_\_ Copy of Second Mortgage Note
- \_\_\_\_\_ Copy of Second Mortgage Deed of Trust
- \_\_\_\_\_ Mississippi Home Corporation Mortgage Addendum (MRB 008) – **This addendum is specifically for FHA Insured Loans and must be a part of the 1<sup>st</sup> Lien Mortgage.**
- \_\_\_\_\_ Mississippi Home Corporation Mortgage Addendum (MRB 013) - **This addendum is specifically for Fannie Mae or Freddie Mac Conventional Insured Loans and must be a part of the 1<sup>st</sup> Lien Mortgage.**
- \_\_\_\_\_ Mississippi Home Corporation Mortgage Addendum (MRB 009) - **This addendum is specifically for VA or USDA/RD Guaranteed Loans and must be a part of the 1<sup>st</sup> Lien Mortgage**

**Transfer Information**

**Hazard/Flood/Windstorm Insurance Transfer to:**

Standard Mortgage Corporation, ISAOA, ATIMA  
P.O. Box 792107  
San Antonio, TX 78279

**IF A LOAN HAS A 2<sup>nd</sup> Mortgage/Deed of Trust; it will need to show the 2<sup>nd</sup> Mortgagee on the Insurance (Agency)**

Louisiana Housing Corporations	or	Mississippi Home Corporation
2415 Quail Drive		735 Riverside Drive
Baton Rouge, LA 70808		Jackson, MS 39202

**Flood Certificate Transfer to:**

Standard Mortgage Corporation	CoreLogic Flood Services Servicer ID# 17158
701 Poydras St., 300 Plaza	
New Orleans, LA 70139	

**Notice of Servicing Transfer to:**

Standard Mortgage Corporation  
P.O. Box 650561  
Dallas, TX 75265-0561

1-800-448-4190 Monday thru Friday between 8:30 AM to 5 PM

**MERs ID# Transfer to: 1000219**

**FHA ID # Transfer to: 17158-09993**

**Closing Packages sent to Address below:**

Standard Mortgage Corporation  
Trailing Documents  
701 Poydras St, 300 Plaza  
New Orleans, LA 70139  
ATTN: Funding Department