



SMART SOLUTION BULLETIN #14

February 2, 2018

TO: SMART SOLUTION PARTICIPATING LENDERS

FROM: Betty Temple-Putnam, Sr. Vice President of Single Family Operations

**RE: ServiSolutions Revised Request for Funding Checklist
Effective 2/7/18**

Attached is the updated ServiSolutions checklist for lenders in the MHDC programs. A synopsis of the changes is as follows:

- Per the scanner and upload requirements memo emailed to you all on 12/1/17 by ServiSolutions, the appraisal should now be uploaded separately from the rest of the closed loan package. In addition it must be in pdf format with color photos. This will apply to final inspections as well. This requirement was moved to the top of the checklist.
- ServiSolutions removed the words "if applicable" from the new construction document requirements. They are always required for new construction loans based on the loan type.
- ServiSolutions added a requirement that lenders must include the Unique Loan Identifier number on all 1003's for first and second mortgages.
- The CAIVRS Certificate requirement was moved under the FHA items on the checklist.
- ServiSolutions moved the FHA Identity of Interest Form from the FHA items required, because ServiSolutions do not offer 203K loans.

The revised checklist is effective for all loans uploaded to ServiSolutions beginning 2/7/2018.