



SMART SOLUTION BULLETIN #23

February 15, 2019

TO: SMART SOLUTION PARTICIPATING LENDERS

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

RE: **Revised Request for Funding Checklist – Effective 3/1/2019**

This bulletin serves to notify participating Smart Solution (SS) Lenders that effective **March 1, 2019** a revised Request for Funding Checklist will be required with loans being submitted to ServiSolutions for purchase.

The Request for Funding Checklist has been posted on the MHC and the ServiSolutions websites. Do not forget that the Checklist items must be uploaded to MHC's online system using the SS Complete ServiSolution Pack Index Sheet as well as uploading the packages required by ServiSolutions to their online system.

MSHC Lender Reminders

- ✓ Loans submitted for ServiSolutions review must include **ALL** applicable checklist items to be eligible for purchase.
- ✓ All suspense conditions must be submitted at one time to Lender Online <https://lenders.ahfa.com>.
- ✓ Visit our website for the latest information.
 - Loan Delivery Turn Times: <http://servsol.com/lenders>
 - Lender Notices: <http://servsol.com/lenders/lender-notifications>
 - Subscribe for Lender Updates: <http://servsol.com/lenders>

Borrower's Name: _____

AHFA Loan Number: _____

Lending Institution: _____

Please list the Lender's primary contact for receiving/clearing suspense conditions below.

Contact Name: _____ **Phone Number:** _____

Email Address: _____

A. CLOSING PACKAGE - INCLUDE ALL ITEMS IN THE STACKING ORDER BELOW

***UPLOAD TO LENDER ONLINE (REQUEST FOR FUNDING PACKAGE 3 – A. CLOSING PACKAGE)**

- ServiSolutions Checklist with lender contact information listed
- Payment History- must include beginning/ending escrow balance and evidence all due payments/disbursements if applicable
- Copy of executed Note (**reference collateral standards at www.servsol.com/lenders**)- **with Addendum if applicable**
**endorsed to ServiSolutions, a department of Alabama Housing Finance Authority, without recourse*
- Copy of executed Down Payment Assistance Note
**endorsed to Mississippi Home Corporation, without recourse*
- Copy of Power of Attorney- **if applicable**
- Name Affidavit for all borrower's (**if applicable- reference collateral standards at www.servsol.com/lenders**)
- Copy of MERS MIN Summary for first mortgage
- Copy of MERS MIN Summary for DPA mortgage
- Copy of Warranty Deed
- Title Commitment - Short Form (FHA: include 12 mo. chain of title/Conv: include 6 mo. chain of title)
- Insured Closing Protection Letter
- Certified, executed copy of Deed of Trust for first mortgage with all applicable riders- (**if e-recorded, provide copy**)
- Certified, executed copy of Deed of Trust for DPA mortgage with all applicable riders- (**if e-recorded, provide copy**)
- Master Condo Policy (HO6 Policy AND Certificate of Property Ins.) with policy numbers- Liability Cert. will not be accepted as Master Policy
- PMI Certificate- **Conventional loans only, LTV > 80%**
- Provide verification of activated PMI
- Hazard Insurance Policy (12 mo. policy period) **with policy number**
- Life of Loan Flood Certification
- Flood Policy and/or Wind Policy with policy numbers- **if applicable**
- Property Tax Certification/Assessment- **must list next estimated amount due, next due date, and Tax Assessor's Parcel ID(s)**
- Copy of Lender's Payment Breakdown- **should NOT include ServiSolutions information**
- Copy of Leasehold Agreement- **if applicable**
- Initial Escrow Account Disclosure Statement- **must agree with final CD and first payment letter information**
- Copy of **initial** Closing Disclosure for first mortgage (including seller's CD)- **must meet TRID date requirements**
- Copy of **final** Closing Disclosure for first mortgage (including seller's CD) with executed addendums attached
- Copy of **initial** Closing Disclosure for DPA mortgage- **must meet TRID date requirements**
- Copy of **final** Closing Disclosure for DPA mortgage
- Fee Details Worksheet with points/fees test results- **no high cost loans permitted**
- Provide evidence of upfront MIP paid
- Lender's Closing Instructions to the Closing Agent
- UCD Feedback Certificate- **must show 'successful' and transferred to AHFA (26133)**
- Loan Closing Advisor Feedback Certificate - **must show 'satisfied' and transferred to AHFA (202159)- required for all Conv. loans**
- Copy of Amortization Schedule provided to borrower at closing
- All other documents executed at closing

B. CREDIT/APPLICATION PACKAGE - INCLUDE ALL ITEMS IN THE STACKING ORDER BELOW***UPLOAD TO LENDER ONLINE (REQUEST FOR FUNDING PACKAGE 3 - B. CREDIT / APPLICATION)**

- Appraisal with color photos- include all exhibits- must be completely legible and include a copy of the Appraiser's license
***UAD condition codes C5 and C6 and quality condition code Q6 are not acceptable. Conditions termed 'fair' / 'poor' are not allowed.
- Final Inspection with color photos and evidence of clearance of all appraisal conditions- **if required by appraisal- Conv/USDA/VA**
- Final Inspection with color photos and 10 yr. warranty or bldg. permit and Cert of Occupancy if appr. is subject to completion- **FHA only**
- Appraiser Certification printed out from the website www.ASC.gov - **Conventional loans only**
- Fannie Mae Appraisal Findings Detail/SSR Report- **Conv. loans only**
- Freddie Mac UCDP SSR- **required for all Conventional loans**
- Copy of CU Analysis for appraised property- **Conventional loans only, required only if risk score is not listed on SSR**
- Copy of Loan Collateral Advisor for appraised property- **Conventional loans only (FHLMC)**
- Electronic Appraisal Delivery (EAD) results for FHA Connection Appraisal Logging (Success) - **FHA loans only**
- New Construction documentation per agency guidelines- (Certificate of Occupancy with correct home address, Builder's Certificate/Soil Treatment and Warranties signed, Completion of Construction signed, and Direct Endorsement to HUD/FHA signed by direct endorser)
- Conditional Commitment DE Statement of Appraised Value (HUD Form 92800-5B/6 pages), signed and dated by UW- **FHA loans only**
- Form RD 3555-18 - Conditional Commitment- **USDA loans only**
- Termite letter/Wood infestation report- **as required by appraisal, sales contract, or underwriter**
- VA 26-1820 - Report and Certification of Loan Disbursement- **VA loans only**
- Evidence of NOV (termite certification and Lenders Notice of Value/warranty documentation)- **VA loans only**
- Copy of repair escrow documentation and evidence of housing agency approval and final repairs- **if applicable**
- Automated Underwriter Findings indicating **Approve/Eligible and TDTI < 45% (Conv. must be HFA Preferred with SFC 741)**
- Loan Product Advisor indicating **Accept/Eligible and TDTI < 45% (No DPA-IFI 251, w/DPA-IFI 583)**
- Copy of Home Possible Income and Property Eligibility screen for property address (FHLMC)
- GUS Findings indicating **Accept/Eligible- USDA loans only**
- 1008 Transmittal Summary (**if condo, must include FNMA Project Classification and CPM #**) signed by UW or HUD 92900-LT signed by UW
- VA 26-6393 - Loan Analysis- **VA loans only**
- Form RD 1980-19 - Guaranteed Loan Closing Report **OR** AGLS Electronic Submission Certification- **USDA loans only**
- Form RD 3555-21 - Request for Single Family Housing Loan Guarantee- **USDA loans only**
- Initial and final 1003 Loan Application for first mortgage, executed by all parties- **must list ULI number**
- Initial and final 1003 Loan Application for DPA mortgage, executed by all parties- **must list ULI number**
- Initial 92900A (signed by all parties, pgs.1-2) and Final 92900A (signed by all parties, pgs.1-4) - **Govt. loans only (VA 26-1802a)**
- Credit Report used for AUS or LPA results and copies of credit explanation letters as requested by AUS or LPA findings
- SSN for all borrowers passed data checks with OFAC and fraud reports - all red flags and/or warnings cleared
- Final Authorization to verify SSA (SSA-89) signed by all borrowers- **as required by AUS or LPA**
- Sales Contract and all addendums
- FHA Case Number Assignment- **FHA loans only**
- CAIVRS Certificate- **FHA loans only**
- FHA Connection MIP Case Query (Success) listing MI paid- **FHA loans only**
- Written VOE- **as required per AUS or LPA**
- Paystubs, W-2's, 1099's for all borrowers- **as required per AUS or LPA**
- Executed tax returns- **as required per AUS or LPA**
- 4506T's
- All borrower's processed tax transcripts for the most recent tax year available- **Conventional loans only**
- Verbal VOE (10 day prior to closing) with employer source certification
- VOD or bank statements- **as required per AUS or LPA**
- Cancelled earnest money check
- Gift letter(s) with evidence of transfer and receipt of funds
- Third Party Verification of Employment
- Copy of Lender's internal underwriting approval with at-closing conditions listed
- LDP/SAM lists (must include all parties listed on CD or involved in loan transaction)- **required for individuals and company- Govt. only**
- Repayment Qualification Income Calculation (if not listed on 1008 or 92900LT)
- MSHC Conditional Commitment letter
- All other applicable credit documentation

C. DISCLOSURES PACKAGE - INCLUDE ALL ITEMS IN THE STACKING ORDER BELOW***UPLOAD TO LENDER ONLINE (REQUEST FOR FUNDING PACKAGE 3 - C. DISCLOSURES)**

- Loan Estimate for first mortgage- **initial per TRID requirements, must include list of Settlement Service Providers**
- Loan Estimate for DPA mortgage- **initial per TRID requirements, must include list of Settlement Service Providers**
- Provide all applicable Change of Circumstance forms and copy of revised Loan Estimate(s)
- Electronic Transmission Consent Authorization / Compliance logs
- Acknowledgment of receipt of Home Loan Tool Kit
- Evidence of borrower's intent to proceed
- Borrower Rate Lock Agreement or copy of Mitas reservation confirmation
- Important Notice to Homebuyers HUD #92900B- **FHA loans only**
- Copy of For Your Protection: Get a Home Inspection Disclosure form- **FHA loans only**
- Copy of Informed Consumer Choice Disclosure Notice- **FHA loans only**
- Lead Paint Notice (for properties 1978 or older)- **FHA loans only**
- FHA Amendatory Clause (if not contained in the sales contract)- **FHA loans only**
- Real Estate Certification (if not contained in the sales contract)- **FHA loans only**
- Acknowledgment of receipt of RESPA/HUD approved counseling- **FHA loans only**
- List of Homebuyer Counseling Agencies (minimum of 10 agencies listed)
- VA 26-0592 - Counseling Checklist for Military Homebuyers- **VA loans only**
- Copy of electronic submission of Funding Fee- **VA and USDA loans only**
- VA 26-1880 Certificate of Eligibility- **VA loans only**
- Notice of Special Flood Hazard Disclosure- **if applicable**
- W-9 for all borrowers
- Privacy Notice Disclosure
- Fair Lending Credit Score Disclosure and/or ECOA Notice
- Credit Score Information Disclosure
- Appraisal Valuation Borrower Acknowledgement
- Affiliated Business Arrangement Disclosure- **if applicable**
- Patriot Act Disclosure and certification of borrower's identity (legible photo id, green card, visa **OR** lender's certification form)
- Copy of Homebuyer Education Certificate
- Copy of executed Quality Control Authorization and Certification
- PMI Disclosure- **Conventional loans only, LTV > 80%**
- All other applicable disclosures