SMART6 PROGRAM CHECKLIST
Forms in blue are MHC required forms.
E-Signatures are acceptable on all the forms except the Mortgage Note & Deed of Trust

Mortgagor: «MortgagorName» MRB Reservation Number: «LoanNumber»

RESERVATION PACKAGE

*MHC must receive the uploaded Reservation package documents within 10 calendar days of receiving the reservation confirmation.*

[ ]  Reservation Confirmation

[ ]  Copy of Executed Sales Contract or HUD Property Disp. Form 9548 or VA Res. Purchase/Sale Agreement Form VRM SC

[ ]  Copy of Complete Executed Loan Application

[ ]  Notice to Borrower – Second Mortgage

[ ]  Copy of Homebuyer Education Certificate (*Cannot be more than 1 year old*)

COMPLIANCE PACKAGE

*MHC requires 3 business days for compliance review. An email will be sent to confirm the Conditional Commitment approval or to provide a list of conditions.*

[ ]  Copy of Driver’s license(s) or State of MS Identification Card (*MHC will request if needed*)

[ ]  FHA Transmittal or VA Loan Analysis or Fannie Mae 1008

[ ]  Verification of Employment(s) and pay stub(s) (*All Applicable Household Members*)

[ ]  MHC Income Calculation Worksheet

[ ]  Automated Underwriting Findings (*DU/DO/LP/FHA Total Scorecard*)

[ ]  Copy of most recent year’s IRS tax transcript or signed copy of 1040 & schedules, if applicable, including any occupants 18 years old and older if not a full-time student. If working with self-employed household occupants, then two (2) years tax transcripts/1040’s will be required.

[ ]  Copy of Credit Report for all Borrowers

[ ]  Copy of Fraud Guard or equivalent Report with Ownership/Occupancy module for all Borrowers

[ ]  Occupancy Statement

[ ]  Executed Non-Borrower Statement

[ ]  Child Support Statement- (*MUST INCLUDE SUPPORTING DOCS*)

[ ]  Copy of Appraisal (URAR or Conditional CRV)

[ ]  Notification of Change Form

[ ]  Attorney Information Form

[ ]  MHC Letter of Explanation Form

[ ]  Copy of Preliminary Closing Disclosure (*HAT Only*)

PURCHASE CERTIFICATION (PC) PACKAGE UPLOAD ONLINE (Due 5 days post-closing)

[ ]  Copy of Final Executed Closing Disclosures (*1st & 2nd Mortgage, including seller CD*)

[ ]  Copy of Recorded 2nd Mortgage Deed of Trust

[ ]  Lender Wiring Instructions

[ ]  Copy of Executed Second Mortgage Note

SECOND MORTGAGE FINAL DOCUMENTS (Due 60 days post-closing)

*Must be mailed to MHC ATTN: Single Family, 735 Riverside Drive, Jackson, MS 39202*

[ ]  Original Executed Second Mortgage Note *(Must be Wet Signature in Blue Ink)*

[ ]  Original Executed Recorded Second Mortgage Deed of Trust *(Must be Wet Signature in Blue Ink)*

*Upon receipt of the Purchase Certification Package, MHC will update the loan status to Purchase Certification (PC) & reimburse the downpayment funds to the Lender within 2-business days after the loan status change. Once updated to a PC status, lender must print the PC/PA & deliver it with the first mortgage loan to the MRB Servicer.*

 Revised 07/2025