

CONVENTIONAL LOAN DELIVERY CHECKLIST

BORROWER

ORIGINATING LENDER

CONTACT PHONE

Loan Number (USBHM)

CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT)*
**for USBHM underwritten loans only*

ORIGINAL NOTE & 1 COPY **Endorsed to U.S. Bank N.A.*

NAME AFFIDAVIT, IF APPLICABLE - 2 COPIES

PROGRAM

Indicate

PRODUCT:

Indicate

PRODUCT:

Arizona Housing Finance Authority

Fannie Mae	SFC	Fannie Mae	SFC		
		MCM 97	460		
		MCM 100	480		
BOND	X	088	MCM COM SOL MAN UW	481	
OTHER*			MCM HM CH DU APPVL	325	
IDENTIFY OTHER			MCM HM CH MAN UW	222	
			Conv 95% (Standard)	n/a	
Freddie Mac	SCC	Freddie Mac	SCC		
		Home Possible 97	G00		
Std 5%		n/a	Home Possible 100	G01	
Std 10%		n/a	HP Neighborhood Sol 97	G02	
Std 15%		n/a	HP Neighborhood Sol 100	G03	
Std 20%		n/a	Affordable Hsg Initiative*	71	
Bond		545	*Also use with all HP Ins		
			Transfer of Serv (ALL)	X	510
			Aff Hsg w/TLTV >100%		535

Mortgage / DEED OF TRUST - 2 COPIES **Trustee information: U.S. Bank Trust Company, National Association (if applicable)*

CONVENTIONAL TAX EXEMPT RIDER (MORTGAGE ADDENDUM) / CONDO-PUD-1-4 FAMILY RIDER (IF APPLICABLE) - 2 COPIES

ASSIGNMENT OF MORTGAGE - 2 COPIES **Assigned to U.S. Bank N.A.*

FIRST PAYMENT LETTER*with payment breakdown, first payment date*

HUD-1 & AGGREGATE ESCROW ANALYSIS DISCLOSURE - 2 COPIES

**DPA SOURCE MUST BE DISCLOSED ON HUD I*

DPA Acknowledgement form

COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY 2 COPIES

TAX CERTIFICATION - 2 COPIES ***Proof of payment if applicable*

HAZARD INSURANCE POLICY OR BINDER WITH 1 YR. PROOF OF PAYMENT - 2 COPIES

MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - 2 COPIES

Hazard Insurance Loss Payee Clause & Address:
U.S. BANK N.A.
its successors and or assigns as their interest may appear.
c/o U.S. Bank Home Mortgage
P.O. Box 7298
Springfield, OH 45501-7298

FLOOD CERTIFICATION & DISCLOSURES - 2 COPIES **Must be Life of Loan and transferable to USBHM*

FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE) - 2 COPIES

WIND/HAIL INSURANCE (IF APPLICABLE) - 2 COPIES

COPY OF BUYDOWN AGREEMENT, IF APPLICABLE - 2 COPIES

SIGNED MI CERTIFICATE / EVIDENCE OF PAYMENT TO MI COMPANY 2 COPIES

COPY OF W-9 FOR PRIMARY BORROWER

IRS FORM 4506 OR 8821 (FOR SELF-EMPLOYED BORROWERS ONLY OR IF UNDERWRITER REQUESTS)

FINAL TRUTH-IN-LENDING **signed and dated at closing*

SPECIFIC POWER OF ATTORNEY (POA)- 2 COPIES

FINAL TYPED LOAN APPLICATION **must be signed by interviewer and borrowers*

BORROWER AUTHORIZATION FOR REFERRAL TO COUNSELING - *required on all Community Lending products*

SURVEY (IF NO ALTA 9)

ASSURANCE /CERTIFICATE OF COMPLETION

TERMITE REPORT / SOIL TREATMENT GUARANTEE IF REQUIRED FOR STATE

COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

1008 (Fannie Mae) or 1077 (Freddie Mac) UNIFORM UNDERWRITING TRANSMITTAL

UNDERWRITER'S APPROVAL WITH COPIES OF CONDITIONS IF APPLICABLE

CREDIT UNDERWRITING PACKAGE:

INITIAL LOAN APPLICATION

INITIAL TRUTH-IN-LENDING

DU / LP FINDINGS/UW APPROVAL

PURCHASE AGREEMENT

FINAL INSPECTIONS

GOOD FAITH ESTIMATE

APPRAISAL

CREDIT REPORTS

NOTICE OF SALE ASSIGNMENT OF SERV. RIGHTS/RESPA

VOE'S

VOD'S OR ALT. DOCUMENTS

FILE DELIVERY INFORMATION:

Loan File Delivery Address:
U.S. Bank Home Mortgage - MRBP Division
17500 Rockside Road
Bedford, OH 44146
Attn: MRBP Operations Department

BORROWER PAYMENT INFORMATION:

Borrower Payment Address:
U.S. Bank Home Mortgage
P.O. Box 468002
Bedford, OH 44146-8002
www.usbankhomemortgage.com

RD LOAN DELIVERY CHECKLIST

BORROWER _____ PROGRAM Arizona Housing Finance Authority

ORIGINATING LENDER _____

CONTACT _____

PHONE _____

Loan Number (USBHM) _____

☐ CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT)*
**for USBHM underwritten loans only*

☐ ORIGINAL NOTE & 1 COPY **Endorsed to U.S. Bank N.A.*
☐ NAME AFFIDAVIT, IF APPLICABLE - 1 COPY

☐ MORTGAGE / DEED OF TRUST - 2 COPIES
☐ TAX EXEMPT RIDER **Required** / CONDO-PUD RIDER (IF APPLICABLE) - 2 COPIES
☐ ASSIGNMENT OF MORTGAGE - 2 COPIES **Assigned to U.S. Bank N.A.*

☐ FIRST PAYMENT LETTER *with payment breakdown, first payment date*
☐ HUD-1 & AGGREGATE ESCROW ANALYSIS DISCLOSURE - 2 COPIES
**DPA SOURCE MUST BE DISCLOSED ON HUD I*

☐ COPY OF TITLE COMMITMENT **OR** SHORT FORM TITLE POLICY & 1 COPY
☐ TAX CERTIFICATION - 2 COPIES ***Proof of payment if applicable*

Hazard Insurance Loss Payee Clause & Address:
U.S. BANK N.A.
its successors and or assigns as their interest may appear.
c/o U.S. Bank Home Mortgage
P.O. Box 7298
Springfield, OH 45501-7298

☐ HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT & 1 COPY
☐ MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - 2 COPIES

☐ FLOOD CERTIFICATION & DISCLOSURES - 2 COPIES **Must be Life of Loan and transferable to USBHM*
☐ FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE)& 1 COPY
☐ WIND/HAIL INSURANCE (IF APPLICABLE)

☐ COPY OF W-9 FOR PRIMARY BORROWER
☐ IRS FORM 4506 OR 8821 (Self Employed)
☐ CAIVRS # _____
☐ FINAL TYPED LOAN APPLICATION WITH SIGNATURES & **CAIVRS#** TO APPEAR ON SIGNATURE LINE / signed by interviewers and borrowers

☐ RD CONDITIONAL COMMITMENT WITH SIGNATURES - RD 1980-18
☐ EXECUTED RD REQUEST FOR SFH LOAN GUARANTY - RD 1980-21
☐ GUARANTEED LOAN CLOSING REPORT - 1980-19
☐ FMHA 1980-11
☐ LOAN MUST BE RD INSURED IF LOAN IS OLDER THAN 90 DAYS FROM CLOSING

☐ SURVEY **if required or charged for on HUD I*

☐ FINAL TRUTH-IN-LENDING **signed and dated at closing*

☐ WARRANTY OF COMPLETION / TERMITE REPORT / SOIL TREATMENT GUARANTEE

☐ SPECIFIC POWER OF ATTORNEY (POA)- 2 COPIES

☐ COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

☐ **CREDIT UNDERWRITING PACKAGE:**

INITIAL LOAN APPLICATION	<input type="checkbox"/>
INITIAL TRUTH-IN-LENDING	<input type="checkbox"/>
DU FINDINGS/UW APPROVAL	<input type="checkbox"/>
COPIES OF UW CONDITIONS	<input type="checkbox"/>
PURCHASE AGREEMENT	<input type="checkbox"/>
FINAL INSPECTIONS	<input type="checkbox"/>
GOOD FAITH ESTIMATE	<input type="checkbox"/>

<input type="checkbox"/>	APPRAISAL
<input type="checkbox"/>	CREDIT REPORTS
<input type="checkbox"/>	VOE'S
<input type="checkbox"/>	VOD'S OR ALT. DOCUMENTS
<input type="checkbox"/>	NOTICE OF SALE ASSIGNMENT OF SERV. RIGHTS/RESPA
<input type="checkbox"/>	1008

RD DOCUMENTS:

<input type="checkbox"/>	THERMAL REQUIREMENTS AND COMPLIANCE STANDARDS
<input type="checkbox"/>	WARRANTY COVERAGE
<input type="checkbox"/>	WATER QUALITY CHECK
<input type="checkbox"/>	EVIDENCE OF INSPECTED WASTEWATER SYSTEM
<input type="checkbox"/>	DEFICIENCIES CORRECTED
<input type="checkbox"/>	PROPERTY SOUND & FUNCTIONALLY ADEQUATE & QUALIFIED INSP

RD NEW CONSTRUCTION:

<input type="checkbox"/>	CONSTRUCTION INSPECTION REPORT
<input type="checkbox"/>	FINAL INSPECTION
<input type="checkbox"/>	RD 1924-25
<input type="checkbox"/>	RD 1924-19
<input type="checkbox"/>	RD 400-3
<input type="checkbox"/>	AD 1048
<input type="checkbox"/>	CERTIFIED PLANS & SPECS & BUILDER WARRANTY

FILE DELIVERY INFORMATION:

Loan File Delivery Address:
U.S. Bank Home Mortgage - MRBP Division
17500 Rockside Road
Bedford, OH 44146
Attn: MRBP Operations Department

BORROWER PAYMENT INFORMATION:

Borrower Payment Address:
U.S. Bank Home Mortgage
P.O. Box 468002
Bedford, OH 44146-8002
www.usbankhomemortgage.com

FHA LOAN DELIVERY CHECKLIST

BORROWER

PROGRAM Arizona Housing Finance Authority

ORIGINATING LENDER

CONTACT

PHONE

Loan Number

(USBHM)

CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT)*

**USBHM underwritten loans only*

ORIGINAL NOTE & 1 COPY **Endorsed to U.S. Bank N.A.*

NAME AFFIDAVIT, IF APPLICABLE - 1 COPY

MORTGAGE / DEED OF TRUST - 2 COPIES **Trustee information: U.S. Bank Trust Company, National Association*

FHA TAX EXEMPT RIDER (MORTGAGE ADDENDUM) /CONDO-PUD RIDER (IF APPLICABLE) - 2 COPIES

ASSIGNMENT OF MORTGAGE - 2 COPIES **Assigned to U.S. Bank N.A.*

FIRST PAYMENT LETTER *with payment breakdown, first payment date*

HUD-I & AGGREGATE ESCROW ANALYSIS DISCLOSURE - 2 COPIES

**DPA SOURCE MUST BE DISCLOSED ON HUD I*

DPA Acknowledgement form

COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY & 1 COPY

TAX CERTIFICATION - 2 COPIES ***Proof of payment if applicable*

Hazard Insurance Loss Payee Clause & Address:

U.S. BANK N.A.

its successors and or assigns as their interest may appear.

c/o U.S. Bank Home Mortgage

P.O. Box 7298

Springfield, OH 45501-7298

HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT & 1 COPY

MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - 2 COPIES

FLOOD CERTIFICATION & DISCLOSURES - 2 COPIES **Must be Life of Loan and transferable to USBHM*

FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE)& 1 COPY

WIND / HAIL INSURANCE (IF APPLICABLE)

COPY OF BUYDOWN AGREEMENT, IF APPLICABLE - 2 Copies

COPY OF W-9 FOR PRIMARY BORROWER

FINAL TYPED LOAN APPLICATION **must be signed by interviewer and borrowers*

MORTGAGE CREDIT ANALYSIS WORKSHEET (MCAW)

HUD 92900A- DIRECT ENDORSEMENT APPROVAL

LOAN MUST BE FHA INSURED IF OLDER THAN 90 DAYS FROM CLOSING

SURVEY **if required or charged for on HUD I*

FINAL TRUTH-IN-LENDING **signed and dated at closing*

ASSURANCE / WARRANTY OF COMPLETION, IF APPLICABLE

TERMITE REPORT / SOIL TREATMENT GUARANTEE

MIP TRANSMITTAL FORM

SPECIFIC POWER OF ATTORNEY (POA)- 2 COPIES

COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

IRS FORM 4506 OR 8821 (Self Employed)

CREDIT UNDERWRITING PACKAGE:

INITIAL LOAN APPLICATION

INITIAL TRUTH-IN-LENDING

DU FINDINGS/UW APPROVAL

COPIES OF UW CONDITIONS

PURCHASE AGREEMENT

FINAL INSPECTIONS

GOOD FAITH ESTIMATE

APPRAISAL

CREDIT REPORTS

VOE'S

VOD'S OR ALT. DOCUMENTS

NOTICE OF SALE ASSIGNMENT OF SERV. RIGHTS/RESPA

FILE DELIVERY INFORMATION:

Loan File Delivery Address:

U.S. Bank Home Mortgage - MRBP Division

17500 Rockside Road

Bedford, OH 44146

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BORROWER PAYMENT INFORMATION:

Borrower Payment Address:

U.S. Bank Home Mortgage

P.O. Box 468002

Bedford, OH 44146-8002

www.usbankhomemortgage.com

VA LOAN DELIVERY CHECKLIST

BORROWER _____ PROGRAM Arizona Housing Finance Authority

ORIGINATING LENDER _____

CONTACT _____

PHONE _____

Loan Number _____
(USBHM)

_____ CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT)*
*for USBHM underwritten loans only

_____ ORIGINAL NOTE & 1 COPY *Endorsed to **U.S. Bank N.A.**
_____ NAME AFFIDAVIT, IF APPLICABLE - 1 COPY

_____ FIRST PAYMENT LETTER *with payment breakdown, first payment date*
_____ HUD-I & AGGREGATE ESCROW ANALYSIS DISCLOSURE - 2 COPIES
*DPA SOURCE MUST BE DISCLOSED ON HUD I
_____ DPA Acknowledgement form

_____ COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY & 1 COPY
_____ TAX CERTIFICATION & 1 COPY

Hazard Insurance Loss Payee Clause & Address:
U.S. BANK N.A.
its successors and or assigns as their interest may appear.
c/o U.S. Bank Home Mortgage
P.O. Box 7298
Springfield, OH 45501-7298

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_____ MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - 2 COPIES

_____ FLOOD CERTIFICATION & DISCLOSURES - 2 COPIES *Must be Life of Loan and transferable to USBHM
_____ FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE)& 1 COPY
_____ WIND/HAIL INSURANCE (IF APPLICABLE)

_____ BUYDOWN AGREEMENT (IF APPLICABLE) - 2 Copies

_____ COPY OF W-9 FOR PRIMARY BORROWER

_____ IRS FORM 4506 OR 8821 (Self Employed)

_____ FINAL TYPED LOAN APPLICATION *must be signed by interviewer and borrowers

_____ SURVEY *if required or charged for on HUD I

_____ FINAL TRUTH-IN-LENDING *signed and dated at closing

_____ TERMITE REPORT / SOIL TREATMENT GUARANTEE

_____ SPECIFIC POWER OF ATTORNEY (POA)- 2 COPIES

_____ VERIFICATION OF PAID VA FUNDING FEE (ON HUD ACCEPTABLE)

_____ VA26-1843 - VA CERTIFICATE OF REASONABLE VALUE, IF APPLICABLE
_____ VA26-6393 - LOAN ANALYSIS
_____ VA 26-1820 - REPORT & CERTIFICATION OF LOAN DISBURSEMENT
_____ LOAN MUST BE VA INSURED IF OLDER THAN 90 DAYS FROM CLOSING

_____ COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

CREDIT UNDERWRITING PACKAGE:

INITIAL LOAN APPLICATION	_____
INITIAL TRUTH-IN-LENDING	_____
DU FINDINGS/UW APPROVAL	_____
COPIES OF UW CONDITIONS	_____
PURCHASE AGREEMENT	_____
FINAL INSPECTIONS	_____
GOOD FAITH ESTIMATE	_____

_____	APPRAISAL
_____	CREDIT REPORTS
_____	VOE'S
_____	VOD'S OR ALT. DOCUMENTS
_____	NOTICE OF SALE ASSIGNMENT OF SERV. RIGHTS/RESPA

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BORROWER PAYMENT INFORMATION:

Borrower Payment Address:
U.S. Bank Home Mortgage
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