



## Post-Closing File Checklist

SONYMA requires that this checklist be completed and submitted with each closed document loan file. Each document listed must be included in the file and checked against this checklist for accuracy and completeness.

### General Information

SONYMA Loan #: \_\_\_\_\_

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

Borrower(s) Name(s): \_\_\_\_\_

Program:  Low Interest Rate     Construction Incentive     ATD    Other: \_\_\_\_\_

**Please check if the following applies:**

- Closing Cost Assistance Loan       Homes for Veterans Program Loan  
 ENERGY STAR® Labeled Home

**1. Property Data [39, 39A/39B]**

The following data is required for all loans if not submitted at time of loan application. Upon submission of the closed loan file, the Lender is required to specify in the space provided the appropriate information. Please answer each category. If the information is not available, mark the category "N/A". Please see Section 2.703 of the Seller's Guide for conventions.

- A. Tax Map Parcel Number (Section/Block/Lot) \_\_\_\_\_ [39J]  
 B. Taxing Municipality Type (please check the appropriate item) [39K]  
     County (NYC Only) \_\_\_\_ City \_\_\_\_ Town \_\_\_\_ Village \_\_\_\_  
 C. Taxing Municipality Name: \_\_\_\_\_ [39L]

**2. Mortgage Note (Fannie Mae/Freddie Mac Form 3233 - 1/01) [45]**

- a. Original document and a photocopy submitted? [45A]  
 b. Date in upper left-hand corner corresponds with the date of the Mortgage? [45B]  
 c. Property address and city is correctly stated? [45C]  
 d. Item 1 specifies Mortgage amount and Lender's name? [45D, 45E]  
 e. Item 2 reflects correct loan interest rate (according to the appropriate Monthly Availability of Funds and Notice of Terms Bulletin)? [45F]  
 f. Item 3 (A) reflects the correct initial payment date, maturity date, and location as to where monthly payments are to be made? [45G/45H, 45I/45J]  
 f2. Item 3 (B) reflects the correct monthly principal & interest payment? [45K]  
 g. Item 6(A) is completed? [45L]  
 h. Document is signed by all Mortgagor(s) and Guarantor(s) (if applicable)? [45P]  
 i. Endorsement without recourse to SONYMA is reflected and executed by an authorized officer of the Lender? (An Allonge to the Note is an acceptable alternative) [45N/45O]  
 j. SONYMA Rider to Fannie Mae/Freddie Mac Note (for Construction Incentive Program Loans Reserved Prior to February 1, 2008) [Form 236/12-00], submit original and photocopy, if applicable. [450]  
 j1. Item A correctly reflects the initial interest rate and the final interest rate based on the terms approved by SONYMA and the Monthly Availability of Funds and Notice of Terms Bulletin? [451]  
 j2. Item B correctly specifies monthly principal & interest payments based on the approved initial interest rate? [452]  
 j3. The interest rate for the remaining term of the Mortgage is correctly stated? [453]  
 j4. All Borrower(s) executed document? [45P]  
 k. SONYMA CCAL Rider to New York FNMA/FHLMC Fixed Rate Note (Form C2/10-05), if applicable [61]  
 k1. Signed original and a photocopy of this document submitted? [61A]

- k2. Borrower(s) name(s) is correctly stated? [61B]
- k3. Property address is correctly stated? [61D]
- k4. The Mortgage closing date is correctly specified? [61F]
- k5. Lender's name is correctly specified? [61G]
- k6. Item 3a correctly reflects the recapture obligation (CCAL loan amount) approved by SONYMA immediately prior to loan closing and agrees with Item 4a of the CCAL Rider to the FNMA/FHLMC Mortgage (Form C1)? [61I/61J]
- k7. All Borrower(s) executed the document? [61K]

**3. Recorded Mortgage (Fannie Mae/Freddie Mac Form 3033 - 1/01) with SONYMA Rider to Fannie Mae/Freddie Mac Mortgage (Form 230/12-00) attached) [46]**

- a. Signed duplicate original of unrecorded Mortgage submitted, if recorded instrument is not available? DO NOT STAMP OR TYPE ON THE DUPLICATE ORIGINAL: "COPY OR CERTIFIED TRUE COPY". [461, 46C]
  - a1. Original recorded document (if available) and a photocopy submitted? [46A]
  - b. Item A corresponds with the date of the Mortgage Note? [46D]
  - c. Item B shows all Borrower(s)? [46E]
  - d. Item C shows Lender's full name and other required information? [46F]
- Note:** If Lender is an approved MERS Member (see Seller's Guide Appendix IV) and names MERS as the nominee, the applicable MERS as Original Mortgagee ("MOM") language must be incorporated into the Mortgage instrument. Please see Appendix IV for more details.
- e. Item D shows date of the Mortgage Note, the Mortgage amount and maturity date? [46G/46H, 46I]
  - f. Item H shows all riders attached as applicable?
  - g. Under the "Description of Property" section, item A accurately states the correct property address? [46K, 46L]
  - g1. Property legal description (Schedule "A") matches that of the Title Policy? [46M/46N/46O]
  - h. Is appropriate box checked in Section 25? [47Z]
  - i. All Mortgagor(s) duly executed document? [46P]
  - j. Notary Public's proper execution and stamp and/or seal affixed on document? [46Y]
  - k. County Clerk's recording stamp affixed? [46Z]
  - l. SONYMA Rider to Fannie Mae/Freddie Mac Mortgage (Form 230/12-00) [462]
  - l1. Signed duplicate original document submitted? [46W/46X]
  - l2. Borrower(s) name(s) accurately specified? [46E]
  - l3. Mortgage date and name of Lender specified? [46D, 46F]
  - l4. All Mortgagor(s) duly executed document? [47G]
  - m. Planned Unit Development Rider (Fannie Mae/Freddie Mac Form 3150 1/01), if applicable [463]
  - m1. If the property is a PUD, signed duplicate original submitted? [46T]
  - m2. The Mortgage date is correctly specified? [46I]
  - m3. The name of the Lender is correctly stated? [46F]
  - m4. The property address is correct? [46K]
  - m5. The name of the Declaration is correctly specified? [466]
  - m6. The name of the Planned Unit Development is correctly stated? [467]
  - m7. All Mortgagor(s) executed document? [47G]
  - n. Condominium Rider (Fannie Mae/Freddie Mac Form 3140 1/01), if applicable [47]
  - n1. If the property is a Condo, signed duplicate original submitted? [47A]
  - n2. The Mortgage date is correctly specified? [47C]
  - n3. The name of the Lender is correctly stated? [47D]
  - n4. The property address is correctly stated? [47E]
  - n5. The name of the Condominium Project is correctly stated? [47F]
  - n6. All Mortgagor(s) executed the document? [47G]
  - o. 1-4 Family Rider (Fannie Mae/Freddie Mac Form 3170 1/01), if applicable [470]
  - o1. If the property is a two-to-four family property, signed duplicate original submitted? [47A]
  - o2. The Mortgage date is correctly specified? [47C]
  - o3. Lender's name is correctly stated? [47D]
  - o4. The property address is correctly specified? [47E]
  - o5. All Mortgagor(s) executed document? [47G]
  - p. SONYMA CCAL Rider to New York Single Family FNMA/FHLMC Mortgage (Form C1/10-05), if applicable [460]
  - p1. Signed duplicate original document submitted? [46C]
  - p2. Borrower(s) name accurately specified? [46E]
  - p3. Property address is correctly stated? [46K]

- p4. Mortgage closing date and Lender's name specified? [46D, 46F]
- p5. Item 4a - The dollar amount specified reflects recapture obligation (CCAL loan amount) in the amount approved by SONYMA immediately prior to loan closing and agrees with Item 3a of the CCAL Rider to the FNMA/FHLMC Note (Form C2)? [463, 464]
- p6. All Mortgagor(s) executed the document? [46P]

**Note:** Some county clerks will not record Mortgage instruments with a CCAL unless a cover page is attached and recorded. Other county clerks require that language be added directly on the Mortgage. Some counties also require the Assignment of Mortgage and if applicable, CEMA, to be modified. To ensure that these documents are being recorded on a timely basis, SONYMA will accept instruments with the CCAL to be recorded with either of the following variations:

1. A cover page (Exhibit 10 of the CCAL Addendum to the Seller's Guide), completed in its entirety and recorded with the Mortgage or Assignment; or
2. The following language should be added to the margin next to subsection (D) "Note." on page 1 of the Mortgage:  
 "\* together with Closing Cost Assistance Loan amount of \$ \_\_\_\_\_, making a total of \$ \_\_\_\_\_ for mortgage tax purposes."

An asterisk(\*) must be placed after the dollar amount in subsection (D) "Note." on page 1 of the Mortgage.

**4. Recorded Consolidation, Extension and Modification Agreement [Fannie Mae/Freddie Mac New York Single Family 3172 - 1/01 (rev. 5-01)], if applicable [06]**

- a. Signed duplicate original of unrecorded Extension and Modification Agreement submitted, if recorded instrument is not available? DO NOT STAMP OR TYPE ON THE DUPLICATE ORIGINAL: "COPY OR CERTIFIED TRUE COPY". [07, 07C]
- a1. Original recorded document (if available) and a photocopy submitted? [07A/07B]
- a2. All appropriate riders, as stated above and where applicable, are attached to recorded original and duplicate original? [08R/08S]
- a3. SONYMA CCAL Rider(s) to FNMA/FHLMC Note and/or Mortgage completed and attached to the recorded and duplicate original CEMA, if applicable? [076/077/ 078]

**Note:** See note under "Mortgage" regarding recording a CEMA with a CCAL.

- b. Item (A) - Date specified agrees with closing date? [07E]
- c. Item (B) – Borrower(s) name and previous address accurately stated? [07F, 07G]
- d. Item (C) - Lender's name, laws it exists under and address accurately stated? [07H]
- e. Item (G) - Property address and location accurately stated? [07G]
- f. Item #1 - Total unpaid principal balance of Notes specified and amount advanced on the closing date is accurately stated? [070/07P]
- g. Item #X - The second box is checked off? [081]
- h. All Borrower(s) have executed the document? [07X]
- i. Lender's authorized officer has executed the document? [07Y/07Z]
- j. Borrower(s) signature properly notarized with Notary Public execution and stamp and/or seal appropriately affixed? [08F, 08G]
- k. Lender's authorized bank's officer signature properly notarized with Notary Public execution and stamp and/or seal appropriately affixed? [08F, 08G]
- l. Exhibit "A" accurately reflects the Mortgage information and recording information of the construction Note and Mortgage and if applicable, the gap Mortgage and Note? [082/083/084]
- m. Exhibit "B" shows the property description (Schedule A)? [085]
- n. Exhibit "C" completed and executed in the manner described on the form's instructions? [086]
- o. Exhibit "D" completed and executed in the manner described on the form's instructions? [087]

**Note:** If Lender is an approved MERS Member (see Seller's Guide Appendix IV) and has named MERS as the nominee on the Mortgage, the applicable MERS as Original Mortgagee ("MOM") language must be incorporated into the CEMA. Please see Appendix IV for more details.

**5. Original Building Note, if applicable [02]**

- a. Original document and a photocopy submitted? [02A/02B]

**6. Recorded Building Mortgage, if applicable [05]**

- a. Original document and a photocopy submitted? [05D/05E]

**7. Recorded Assignment of Mortgage (Form 202/9-99) [09]**

- a1. Signed duplicate original of unrecorded Assignment of Mortgage submitted, if recorded instrument is not available? : DO NOT STAMP OR TYPE ON THE DUPLICATE ORIGINAL: "COPY OR CERTIFIED TRUE COPY". [10, 10C]
- a2. Original recorded document (if available) and a photocopy submitted? [10A/10B]

b. Lender's name as Assignor and address specified? [10E]

**Note:** If Lender is an approved MERS Member (see Seller's Guide Appendix IV) and has named MERS as the nominee on the Mortgage, SONYMA requires the Assignment of Mortgage (Form 202) to be executed and recorded in the appropriate county clerk's office. The Assignment of Mortgage must come from MERS to SONYMA and must be executed by a MERS certifying officer. Please see Appendix IV for more details.

c. Borrower(s) name correctly stated? [10H]

d. Mortgage date, recording information and amount of loan specified? [10I, 10J/10K]

e. Property address specified? [10L]

f. Document dated and executed by an authorized bank representative and witnessed? [10S/10T]

g. Notary Public's execution and stamp and/or seal affixed? [10V]

h. County Clerk's recording stamp affixed? [10W]

i. Date and recording information of Consolidation/Extension/Modification Agreement cited (if applicable)? [10X/10Y]

**Note:** See second note (Item 2) under "Mortgage" regarding recording an Assignment of Mortgage with a CCAL.

**8. Executed second lienholder's Mortgage and Note from Government subsidized program (if applicable) [12/13]**

a. Photocopy of executed documents submitted? [13A/13B]

b. Total amount of subsidy(ies) corresponds to amount(s) approved by SONYMA, as stated on the HUD-1? [13H/13I]

**9. Mortgage Title Insurance Policy (ALTA Loan Policy 2006) [14]**

**NOTE: SONYMA will not accept the Short Form Title Policy.**

If a Preliminary Title Report or Certificate of Title [15] is being submitted:

a. Original or photocopy of Preliminary Title Report or Certificate of Title submitted? [15, 15C/15D]

a1. Title recertified in Borrower(s) name, if preliminary report is dated prior to the closing date.? [150]

b. Insured amount matches amount on Mortgage and Note? [15H]

b1. For loans with a CCAL, is the CCAL amount included in policy coverage amount? [15H]

c. Date of issue (closing date) accurately stated? [15V/15W]

d. "State of New York Mortgage Agency" **or** "Lender, its Successors and/or Assigns" specified as insured? [15I/15J]

e. Does Schedule A of the policy show the following? [14V/14W]

e1. If Mortgage is executed with MERS MOM language, does Sections 1 and 4 on Schedule A state MERS as nominee for the Lender? [14V/14W]

e2. Mortgagor(s) reflected as having fee simple title to land? [14X]

e3. Mortgage amount and/or data accurately stated? [15Y]

e4. If CEMA is utilized and executed with MERS MOM language, does Section 4 on Schedule A state MERS as nominee for the Lender? [14Y/14Z]

f. Is an itemized schedule of all endorsements to be included in the final title policy attached? [15E/15F]

g. Description of property (Schedule "A") matches that of the Mortgage document? [15L/15M]

h. Document shows marketable title with no liens, encumbrances, encroachments etc. that may adversely affect SONYMA's security? [MDC 117/118]

j. Date and recording information of Consolidation/Extension/Modification Agreement cited (if applicable)? [MDC 126/127]

If the Final Title Insurance Policy [14] is being submitted:

a. Original and a photocopy submitted? [14, 15A/15B]

b. Is document validated by an authorized officer and/or agent of the title company? **A stamped, duplicate original, with an original signature is acceptable.** [15K]

c. Insured amount matches amount on Mortgage and Note? [15H]

c1. For loans with a CCAL, is the CCAL amount included in policy coverage amount? [15H]

d. Date of issue (closing date or recording date) accurately stated? [15V/15W]

e. "State of New York Mortgage Agency" **or** "Lender, its Successors and/or Assigns" specified as insured? [15I/15J]

f. Does Schedule A of the policy show the following? [14V/14W]

f1. If Mortgage is executed with MERS MOM language, does Sections 1 and 4 on Schedule A state MERS as nominee for the Lender? [14V/14W]

f2. Mortgagor(s) reflected as having fee simple title to land? [14X]

f3. Mortgage amount and/or data accurately stated? [15Y]

- f4. If CEMA is utilized and executed with MERS MOM language, does Section 1 and 4 on Schedule A state MERS as nominee for the Lender? [14Y/14Z]
- g. Description of property (Schedule "A") matches that of the Mortgage document? [15L/15M]
- h. Are the New York Standard Endorsement [15P], the Environmental Protection Endorsement [15T/15U], Residential Mortgage Endorsement (1-4 Family), and the Waiver of Arbitration Endorsement [MDC 119/120; 121] incorporated into the document?
- i. Is the applicable ALTA Endorsement(s) attached to the title policy (i.e., Condominium Endorsement, if applicable; Planned Unit Development Endorsement if applicable; and Manufactured Housing Unit and Manufactured Housing - Conversion Loan), attached? [MDC 122; 123; 124/125]
- j. Is the front and back cover pages of the policy citing the conditions and stipulations being submitted? [15Q]
- k. Date and recording information of Consolidation/Extension/Modification Agreement cited (if applicable)? [MDC 128/129]

**Note:** SONYMA will accept computerized signatures on any page of the title policy or title report. If a page calls for a counter signature, the page must be signed either by hand or electronically.

**10. Reaffirmed Recapture Notification and Mortgagor's Affidavit (Form 211/4-99, 1-07, 3-07, or 5-08, as applicable) [50/51]**

- a. Original completed document and a photocopy submitted in file? [51A]
- b. Part IV - Income Eligibility
- b1. Total monthly and annual gross income earned is specified in section entitled "At Loan Closing?" [51F/51G]
- b2. Income is within SONYMA income limits in effect as of the loan reservation date? [51D/51E]
- c. Reaffirmation At Title Closing section is complete and executed by all Mortgagor(s) and Guarantor(s) [51B/51C]
- d. Document is not reaffirmed by a Power of Attorney? [51L/51M]

**11. Property Seller's Affidavit (Form 210/3-07) [832]**

**Note:** This document is not required for: (1) foreclosed properties sold by the foreclosing lender or investor, or (2) new construction properties where the owner of the land and the builder are separate individuals/entities.

- a. Original completed document and a photocopy submitted? [833]
- a1. Applicant(s)/Purchaser(s) name(s) appears on Purchaser(s) line? [834]
- a2. Property Address of property being financed appears on Residence line? [835]
- a3. Acquisition cost exactly agrees with the amount inserted in Part III, Line 7 of the Recapture Notification and Mortgagor's Affidavit? [836/837]
- a4. Signed by all property sellers or POA, with a copy of POA submitted (recorded or unrecorded document acceptable)? [838]
- a5. Notary section fully completed? **(This document must always be duly notarized.)** [839]
- a6. Notary stamp and/or seal affixed and notary commission not expired? [839]

**12. Hazard and Flood Insurance Certificate (Form 216/1-05) [20]**

- a. Original completed document submitted in file? [20A/20B]
- b. SONYMA Loan Number correctly stated?
- c. Title closing date correctly stated? [20D]
- d. Borrower(s) name specified? [20E]
- e. Property address correctly stated? [20F]
- f. Bank's representative signature and title affixed? [20G/20H]

**13. Uniform Settlement Statement (HUD-1) [19]**

- a. Photocopy of Document submitted in file? [19A/19B]
- b. Borrower(s) name specified? [19D]
- c. Property address correctly stated? [19E]
- d. Purchase Price correctly stated and within SONYMA's Purchase Price Limits? [19I/19J]
- e. Loan amount specified? [19F]
- f. Correct points and equivalent monies specified? [19G/19H]
- g. Secondary financing grant/subsidies stated and equal to the amount on the secondary Mortgage/Note? [19M/19N]
- h. Appropriate escrows for taxes, insurance, etc. have been collected? [19Q/19R]
- i. If applicable, is the Closing Cost Assistance Loan amount approved by SONYMA immediately prior to closing reflected? [19T]
- j. Document executed by Borrower(s) and seller(s)? [19S]

**14. Satisfactory Completion Certificate (Fannie Mae/Freddie Mac Form), if applicable** [2A0]

- a. SONYMA Loan Number, Borrower(s) name, and Lender's name accurately stated? [2A1]
- b. Original document and photocopy fully completed? [2A2]
- c. Original or computer generated photographs of completed dwelling submitted? [2A3/2A4]
- d. Form signed and dated by qualified property inspector/appraiser? [2A5/2A6]

**15. Loan Funding Certification (Form 229/6-91)** [41]

- a. Original document and photocopy submitted with file? [41K/41L]
- b. Lender's name, SONYMA Loan Number, Borrower(s), property address, and loan closing date accurately stated? [41A/41B]
- c. Is either 1, 2, or 3 checked as required? [41C/41D]
- d. If 2 is checked, did Lender previously provide SONYMA with a Certificate as to Unsecured Credit Agreement (see Seller's Guide)? [41E/41F]
- e. If 3 is checked, are the Warehousing Bank, the Purchase Price (loan amount), and the wire transfer instructions completed and accurately stated? (**Note:** If the wire transfer instructions differ from those previously received by SONYMA from the Lender, SONYMA will not purchase the Mortgage Loan until notified under separate cover of the change in writing by the Lender.) [41G/41H/41I/41J]
- f. Is the document executed by an authorized officer of Lender's institution and if 3 is checked, also executed by an officer of the Warehousing Bank? [41M/41N/41O]

[Current versions of all SONYMA documents may be downloaded from our website ([www.nyhomes.org/home/index.asp?page=110](http://www.nyhomes.org/home/index.asp?page=110)).

Certification

I, the undersigned authorized signatory, hereby certify that the above items, when checked at the appropriate places, are accurate and complete in form and substance and constitute the closed document loan file for the above referenced loan.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail Address