

**SOUTH CAROLINA STATE HOUSING FINANCE  
AND DEVELOPMENT AUTHORITY**

**SERVICING PACKAGE CHECK SHEET – FROM LENDERS**

Lender Name: _____	SHA Lender # _____
SHA 1st Mortgage # _____	Lenders Loan # _____
Borrower Name: _____ Co-Borrower Name _____	
Property Address: _____	

**DOCUMENTS REQUIRED**

<b>1.</b>	Mortgage Servicing Transfer Information Form (SF-051)
<b>2.</b>	Escrow Check
<b>3.</b>	Tax Service Fee Check (\$69.00 made payable to the Authority)
<b>4.</b>	Account History - <b>Mandatory!</b> Reflecting any PMI/MIP Disbursements
<b>5.</b>	Letter of Endorsement to Hazard Insurance Company
<b>6.</b>	Letter of Endorsement to Flood Insurance Company
<b>7.</b>	HUD Mortgage Record Change- Printout from FHA Connection Mandatory
<b>8.</b>	PMI Certificate of Insurance - Proof insurance is activated & premiums paid
<b>9.</b>	Goodbye Letter to customer & RESPA Notice

Mail to:

**South Carolina State Housing Finance and Development Authority  
Attn: Mortgage Servicing Department  
300-C Outlet Pointe Blvd  
Columbia, SC 29210  
803-896-9508**