## Tennessee Housing Development Agency (THDA) Closed Loan Submission Checklist

| OA Name: ______________________________ | THDA Loan #: __ __ __ __ __ __ __ __ |
| Contact Person: _________________________ | Primary Borrower: ____________________ |
| Phone: (_____) _________________________ | Date Loan Closed: ____________________ |

Please upload package to: OLS.THDA.ORG

In each space below, check items enclosed, or enter “TF” (to follow), or “NA” (not applicable). Assemble package in order listed. All items except those with an asterisk must be in package at initial delivery (which must be within 10 days of the date loan closed). All items must be complete, fully executed, dated and notarized, if required, all as indicated in each document and the Originating Agents’ Guide.

1. Request for Loan Purchase with Acknowledgement and Certification
2. Power of Attorney, if applicable
3. Initial Escrow Account Disclosure
4. Executed Enforceable Obligation Letter (FHA only)
5. Original Note, endorsed to THDA
6. Original Second Mortgage Note
7. *Recorded Deed of Trust and Riders, if applicable; copy of unrecorded with closing package
8. Recorded second mortgage deed of trust, if applicable; copy of unrecorded with closing package
9. *Recorded Affidavit of Affixation (Manufactured Homes)
10. *Recorded Assignment from OA to THDA (n/a if MERS documents submitted) if applicable
11. *Title Insurance Policy with THDA named as insured
12. Executed Warranty Deed (Certified copy of recorded Warranty Deed if Manufactured Home)
13. Signed Closing Disclosure
14. THDA Settlement Statement (HUD-1) for second mortgage
15. Revised Loan Estimate (if applicable)
16. Final executed 1003
17. Hazard Insurance policy declarations page or Certificate of Insurance with THDA as named insured, maximum deductible of $2500
18. Life of Loan Flood Hazard Determination
19. Notice to Borrower in Special Flood Hazard Area, if applicable
20. Flood Insurance Application with THDA as named insured and copy of premium check (if applicable)
21. Address Certification (if applicable)
22. Name Affidavit (if applicable)
23. Copy of clear Termite Letter or soil treatment certificate (if applicable)
24. Escrow Agreement for Repairs or Completion of Construction (if applicable)
25. THDA Commitment conditions satisfied
26. IRS Form 4506
27. Final inspection, if applicable
28. Verbal Verification of Employment within 10 days of note date
29. Hello/Goodbye letter – Notice of Transfer of Servicing
30. *Copy of MIC/LGC/Original RECEIPT 1980-17, OR as applicable:
   31. Lender query from FHA connection reflecting THDA as the holder

**PRIOR TO PURCHASE** -- Original Certificate of Title or Original Manufactured Certificate of Origin (Manufactured Home) if not included in Underwriting Submission Package

**FINAL MANDATORY DELIVERY DATE FOR ALL ITEMS:**

Closing date + 120 days = _________________________. ___.