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.

____ Request for Loan Purchase with Acknowledgement and Certification
____ Power of Attorney, if applicable
____ Initial Escrow Account Disclosure
____ Executed Enforceable Obligation Letter (FHA only)
____ Original Note, endorsed to THDA
____ Original Second Mortgage Note, endorsed to THDA
____ *Recorded Deed of Trust and Riders, if applicable; copy of unrecorded with closing package
____ Recorded second mortgage deed of trust, if applicable; copy of unrecorded with closing package
____ *Recorded Affidavit of Affixation (Manufactured Homes)
____ *MERS Transfer to be completed for first and second loans
____ *Title Insurance Policy with THDA named as insured
____ Executed Warranty Deed (Certified copy of recorded Warranty Deed if Manufactured Home)
____ Signed Closing Disclosure
____ Signed Closing disclosure for second mortgage
____ Revised Loan Estimate (if applicable)
____ Final executed 1003
____ Hazard Insurance policy declarations page or Certificate of Insurance with THDA as named insured, maximum deductible of $2500 or 1% of loan amount
____ Life of Loan Flood Hazard Determination
____ Notice to Borrower in Special Flood Hazard Area, if applicable
____ Flood Insurance Application with THDA as named insured and copy of premium check (if applicable)
____ Address Certification (if applicable)
____ Name Affidavit
____ Copy of clear Termite Letter or soil treatment certificate (if applicable)
____ Escrow Agreement for Repairs or Completion of Construction (if applicable)
____ THDA Commitment conditions satisfied
____ IRS Form 4506
____ Final inspection, if applicable
____ Verbal Verification of Employment within 10 days of note date
____ Hello/Goodbye letter – Notice of Transfer of Servicing
____ *Copy of MIC/LGC/Original RECD 1980-17, OR as applicable:
   ____ Lender query from FHA connection reflecting THDA as the holder
   ____ Copy of completed USDA/RD 1980-11 and 1980-18 (conditional commitment)
____ 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 = ________________________, ____. 

HO-0541 (07.20)