

THDA POST CLOSING PROCEDURES FOR LENDERS

- **THDA is your Investor.** Complete closed **Investor** package (unrecorded copies of Deed of Trust/Rider) must be sent to THDA electronically within 10 days of closing. See **Closed Loan Submission Checklist** at www.thda.org. Search "Loan Documents".
- **Original of Endorsed Note must be delivered hard copy.** Hard copy overnight delivery address is:
Tennessee Housing Development Agency **THDA EIN# 62-6001445**
502 Deaderick St, Third Floor **FHA Holder and Servicer - THDA #49390**
Nashville, TN 37243-0900
- Loans should be complete at 120 days with no outstanding conditions.
- At 150 days a Repurchase Demand may be sent. Letters may be issued putting monetary loss back on the Lender if all required document are not submitted.
- As Servicer, Volunteer Mortgage Loan Servicing (VMLS) will receive payments, pay taxes and insurance, and answer any servicing question on behalf of THDA. They also handle delinquencies, foreclosure proceedings and short sale offers.
- Buyer's first payment is due the first day of the second month after closing.
First Payment Address is: VMLS
 P. O. Box 305170
 Nashville, TN 37230-5170

FYI: THDA holds the Note for the life of the THDA loan. Endorsement to Original Note should read as follows:

Without further recourse, pay to the order of
TENNESSEE HOUSING DEVELOPMENT AGENCY

Typed Name of Lender:

By: _____
Signature
Typed Name of Signer / Company Position