



Tennessee Housing
Development Agency



Volunteer
Mortgage Loan Servicing.



SFask@thda.org
615-815-2100

**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.

- Evidence of wire for initial escrow deposit to THDA
- 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
- *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)
- *Recorded Assignment from OA to THDA (n/a if MERS documents submitted) if applicable
- *Title Insurance Policy with THDA named as insured
- Executed Warranty Deed (Certified copy of recorded Warranty Deed if Manufactured Home)
- Signed Closing Disclosure
- THDA Settlement Statement (HUD-1) 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
- 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 (if applicable)
- 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
- 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

THDA Closing Checklist (VMLS)

- No separate servicing package to send
- IRS Form 4506
- Hello/Goodbye Letter – Notice of Transfer of Servicing

**REMEMBER THDA MUST RECEIVE ORIGINAL NOTES
PRIOR TO FUNDING**

**Delivery address: 502 Deaderick St, Third Floor
Nashville, TN 37243**

**Only original documents needed are the NOTES, all
other documents must be uploaded.**

FINAL MANDATORY DELIVERY DATE FOR ALL ITEMS:

Closing date + 120 days = _____, ____.

Purchases will continue to be processed upon review of closing packages and receipt of original notes.

Initial Tax & Insurance Escrow:

- The initial Escrow Account Disclosure statement must be completed accurately to ensure sufficient funds collected at closing.
- THDA will net the initial escrow deposit from the purchase amount.
- All other purchase processes will remain the same.



SERVICING RELEASE PREMIUM

THDA will pay a **SRP of 1%** of the loan amount on closed loan packages received prior to the first payment due date.

THDA withholds the Service Release Premium until all Final Documents have been received

Fees

Tax Service Fee - \$60

****NO COMMITMENT FEE****



Please provide ACH instructions for SRP payments

Chuck Pickering, Funding Manager
cpickering@thda.org





MORTGAGEE CLAUSE:

Tennessee Housing Development Agency and its
successors and/or assigns as their interests may appear
502 Deaderick Street, 3rd Floor
Nashville, TN 37243

Life of Loan Flood Certification:

THDA
404 James Robertson Pkwy, Suite 1450
Nashville, TN 37219-1536



(REF: OA Guide 8.6 pgs. 48-49 & REV. 124)



Volunteer Mortgage Loan Servicing Directory:

Availability & Customer Support:

Monday-Friday, 8am-5pm CST

Customer Service: 844-865-7378

custserv@volservicing.com

Physical Address:

Volunteer Mortgage Loan Servicing
404 James Robertson Pkwy, Suite 1450
Nashville, TN 37219-1536

Payment Address:

Volunteer Mortgage Loan Servicing
PO Box 305170
Nashville, TN 37230-5170

Primary Escalation Contacts:

Trebia Johns

Servicing Manager

Office: (615)649-3424

Email: tjohns@volservicing.com

Heather Johnson

Servicing Manager

Office: (615)649-3420

Email: hjohnson@volservicing.com



QUESTIONS

Sfask@thda.org

