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.
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
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
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QUESTIONS
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