**LOAN #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOCUMENTS CHECKED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **CONTACT EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\* Closing Instructions are to be READ thoroughly\*\*\***

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| --- | --- |
| * [ ]  H**omeowners Insurance**

[ ]  1 year policy on purchase with a paid receipt[ ]  2 months remaining on refinance loan from day of closing.[ ]  Borrower's and co-borrower's (if applicable) name on  policy correctly spelled[ ]  Property address is on policy and correctly spelled[ ]  Mortgage clause to be in Towne or AmeriCU's name* **[ ]  Condo Insurance**

[ ]  Coverage should be blanket coverage building for at least one million[ ]  Borrower's name is on policy and correctly spelled[ ]  Property Address, including unit number matches note  and mortgage[ ]  Homeowner's association is named as insured[ ]  Proof of Walls-In Insurance \*Min of 20% of value\*  (If escrow account established, must escrow for this)* **[ ]  Flood Insurance or [ ]  NA**

[ ]  1 year policy (application) on purchase with a paid  receipt[ ]  2 months remaining on refinance loan from day of  closing[ ]  Borrower's and co-borrower's (if applicable) name on  policy correctly spelled[ ]  Property address is on policy and correctly spelled[ ]  Endorsement change to Towne/AmeriCU* **[ ]  Mortgage Note**

[ ]  Name signed as typed on document [ ]  Interest rate matches what is on rate lock and  underwriting sheet[ ]  First payment date in TPO matches what’s on the mortgage note[ ]  Must show 1st of month as payment due date [ ]  Must show company NMLS and loan originator  NMLS numbers[ ]  Lender name correct* **[ ]  Mortgage/MERS Mortgage**

[ ]  MERS Mortgage-If mortgage NOT MERS, then need fully executed assignment of mortgage[ ]  Loan term-check underwriter's analysis for term of  loan[ ]  Check maturity date on mortgage[ ]  Names must be signed as typed-no alterations without borrower's initials[ ]  Notary page is correct filled out[ ]  Must show company NMLS and LO NMLS numbers[ ]  Legal Description matching title* **[ ]  Mortgage Riders**

[ ]  Condo [ ]  ARM rider (all ARM loans)[ ]  1-4 Family[ ]  PUD[ ]  Rehabilitation[ ]  Tax exempt.[ ]  Inter vivos revocable trust[ ]  Hotel & Transient Use (FHA 2-4 family & Condo)[ ]  2nd Home Rider[ ]  Manufactured Home Rider* [ ]  **Intervening Assignments (non-MERS loans**)

[ ]  Assignment from name of company on note to  AmeriCU or Towne Mortgage if not MERs | * **[ ]  Notice of Right to Cancel**

[ ]  NA ( Purchase or NOO)[ ]  Fully Executed [ ]  Does not violate 3 days* **[ ]  Short form final policy**

[ ]  Loan amount matches note[ ]  Mortgage date matches note[ ]  Proper name of insured[ ]  Correct spelling of borrower's name[ ]  Complete property address-must match note and  mortgage exactly[ ]  Correct Endorsement(s) listed (minimum Alta 8.1 & 9)* **[ ]  Title Commitment**

[ ]  Must include 12 month chain of title[ ]  Condo – Alta 4 Endorsement[ ]  PUD – Alta 5 Endorsement[ ]  ARM – Alta 6 Endorsement[ ]  Manufactured – Alta 7 Endorsement* **[ ]  Closing Protection Letter dated within 90 days**

 [ ]  Individual loan policy[ ]  Borrower's name [ ]  Borrower's property address* **[ ]  Warranty Deed**

[ ]  Purchases Only- need this document to show transfer of ownership from seller to borrower* [ ]  **Quit Claim Deed (If applicable)**
* **[ ]  Closing Disclosure Final (CD)**

[ ]  Signed and Dated by Borrower(s)[ ]  All pages legible[ ]  Final APR not 1/8 (.125) higher than Initial APR[ ]  Figures listed match CTC Approval (Funds to or from Borrower, EMD, PITI, Subordinate Finance)[ ]  Signed and Dated Seller CD (Purchase Only) * [ ]  **Initial Closing Disclosure (CD)**

[ ]  Proof delivered to Borrower at least 3 days prior to closing.* [ ]  **Itemization of Amount Financed**

[ ]  Fully signed by borrower* [ ]  **Mortgage Payment Letter**

[ ]  Fully signed[ ]  Borrower's name[ ]  Borrower's property address[ ]  First payment due date[ ]  Match P&I to mortgage note[ ]  Verify escrow amounts match HUD[ ]  Max PITI is < max PITI shown on closing worksheet* [ ]  **Initial Escrow Disclosure**

[ ]  Fully signed[ ]  Opening balance matches HUD escrow balance* [ ]  **Tax Cert**

[ ]  Fully executed-does not have to be on Towne form[ ]  Tax amounts and due dates match those on initial escrow disclosure* [ ]  **Taxes Showing Due Have Been Paid** [ ]  YES [ ]  NO
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| * **[ ]  Picture ID or Driver’s License Form**
* **[ ]  Errors and Omissions**

[ ]  Signed by borrowers, notarized by title agent* [ ]  **Occupancy Affidavit**
* **[ ]  Disbursement checks/ledger- Title company document**
* **[ ]  Survey or Proof Title issued with no exception for lack**

 **of Survey**[ ]  Check Short Form for ALTA 9 Endorsement to clear this. * **[ ]  Closing instructions - were they followed?**
* [ ]  **Mortgage Payoffs- for ALL refinances**
* [ ]  **Appraisal/Valuation Disclosure**
* [ ]  **Proof borrower received copy of appraisal**
* [ ]  **Credit Score Disclosure**
* [ ]  **Verbal VOE dated within 10 business days of Closing**
* [ ]  **PMI Disclosure (if applicable**)

[ ]  Check underwriters sheet to see if loan needs PMI* [ ]  **Final Application**

[ ]  Signatures on pages 1, 3, and 4 for each borrower[ ]  Signatures of interviewer on page 3 * [ ]  **ECOA**(may be in underwriting side)

[ ]  Fully signed by borrower* [ ]  **Gift documents** (if listed as condition prior/at close)

[ ]  Fully signed gift letter[ ]  Copy of check/wire receipt* [ ]  **Flood Cert**(all loans)

[ ]  Check flood zone[ ]  Zone A or B-look for flood insurance[ ]  Flood letter signed by borrower* [ ]  **Disclosures**

[ ]  Borrower's certification and authorization (wet signed)[ ]  TMC/AmeriCU Privacy Notice[ ]  Notice of assignment* **[ ]  Notice of Transfer of Servicing (3rd party loans)**

[ ]  Fully signed by borrower[ ]  Only need if closing does NOT in our name* **[ ]  Amortization Schedule**

[ ]  Not required if Conventional and under 80% LTV**FHA ADDITIONAL DOCS****FHA Loans*** [ ]  **HUD addendum to the application**

[ ]  Pages 2, 3, 5 signed by the borrower[ ]  Pages 1, 5 signed by the post closer* [ ]  **FHA Purchase Agreement Addendum**

[ ]  Borrower, seller, selling real estate broker signatures* [ ]  **Important Notice to Homebuyer**
* [ ]  **Notice to Homebuyer Disclosure**
* [ ]  **FHA Case #**

[ ]  All closing docs where FHA case # is listed matches  FHA case# in file * [ ]  **FHA Settlement Certification (FHA Purchase Only)**

[ ]  Borrower signature and date[ ]  Seller signature and date[ ]  Title agent signature and date | * [ ]  **Agreement for Direct Payment of Taxes**

[ ]  Needed on all files without an escrow (except seconds)**[ ]  IRS W9 (closed loan purchases-check other**  **sections in file)*** [ ]  **IRS 4506-T**

[ ]  Two page document signed by borrower* [ ]  **Patriot Act Disclosure**

[ ]  Fully signed by borrower* [ ]  **RESPA Servicing Disclosure**

[ ]  Fully signed by borrower* **[ ]  Name Affidavit**

[ ]  Fully signed and notarized* [ ]  **Informed Choice Disclosure**

[ ]  Signed by borrower* [ ]  **Termite Inspection** (if required by underwriter)

[ ]  Signed by borrower, seller, inspector* **[ ]  Confirmation of Gift Wire (if applicable)**

[ ]  Donor's name[ ]  Borrower's name[ ]  Amount of gift[ ]  Transfer from donor to title company* [ ]  **UCD & LCA (CONV only)**

[ ]  Passing Fannie UCD & Freddie LCA with  Embedded CD**VA ADDITIONAL DOCS**[ ]  Interest Rate and Discount Disclosure (p/r)[ ]  Federal Collection Policy Notice VA 26-0503 (p/r)[ ]  Nearest Living Relative Form (p/r)[ ]  Certificate of Loan Disbursement (page 3 signed by  borrower) -26-1820 (p/r)[ ]  Termite (if required by underwriter)[ ]  Borrower, seller, inspector signature[ ]  Old vs. New (VA refinance) (r)[ ]  VA Purchase Agreement Addendum (P)[ ]  Borrower and seller signature[ ]  VA addendum URLA (pages 2,3,5)**203K ADDITIONAL DOCS**[ ]  Identity of Interest-Consultant(ONLY ON FULL 203K)[ ]  Identity of Interest- Borrower (Full & Streamline) \*should already be in property section of u/w side[ ]  203K Max Mortgage Worksheet signed by borrower[ ]  Applicant/Borrower Acknowledgement[ ]  Rehabilitation Loan Agreement[ ]  Certificate of Occupancy and building permit (Full &  Streamline)[ ]  Rehab Loan Rider [ ]  Draw Request Form Signed (Full 203k Loans)**MANUFACTURED HOME LOANS**[ ]  Manufactured Home Certification Document signed (ONLY needed if HUD Cert/Label not available on Appraisal) [ ]  Affidavit of Affixture (if title is retired at closing)[ ]  Structural Engineer Cert (FHA loans only)**ADDITIONAL DOCUMENTS FOR NEW CONSTRUCTION**[ ]  Builders Certification[ ]  Signed by builder on pages 1, 2[ ]  Builder Warranty of Completion[ ]  Signed by builder and borrower[ ]  Final C of 0[ ]  Evidence of 10 year warranty and proof of payment OR[ ]  Building permit dated prior to completion date[ ]  Subterranean Termite[ ]  Signed by builder**ADDITIONAL DOCUMENTS FOR MSHDA LOANS/MCC**[ ]  MSHDA Note-MSHDA ONLY[ ]  Tax exempt rider-MSHDA ONLY[ ]  Informational reporting-MSHDA ONLY[ ]  Recapture notification[ ]  MSHDA Mortgage-MSHDA ONLY[ ]  Recapture requirement[ ]  Closing Affidavit[ ]  Lender closing cert (closer completes this) MCC ONLY [ ]  MSHDA assignment**TRUST ADDITIONAL DOCS** [ ]  Addendum to the note [ ]  Trust Rider [ ]  Trust Acknowledgment**ADDITIONAL DOCS FOR CLOSED LOAN PURCHASE*** [ ]  MIP Proof of Payment(FHA Closed loan purchases)

[ ]  Check to ensure amount paid is the amount that shows  on the HUD and MCAW due**INTERNAL POLICY*** [ ]  **High Cost Test Uploaded**

[ ]  Passed ALL tests[ ]  If Section 35 failed , loan is Full Doc FHA loan[ ]  High Cost Test Matches Final HUD figures* [ ]  **QM – Fee Detail form uploaded**
* [ ]  **Closing Instructions Uploaded**
* [ ]  **Service Provider Approved**
* [ ]  **MERS # Updated in System**
* [ ]  **Provided State Required Disclosures**
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