**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 |
| * **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** |