

STANDARD MORTGAGE CORP

Contact Information:

These email addresses are monitored at all times during the business day.

Lock requests and lock modifications should go to lockdesk@stanmor.com

General underwriting questions to underwriting@stanmor.com

General funding questions to funding@stanmor.com

For all other inquiries please contact Jack Kitchen jkitchen@stanmor.com

Once a loan is registered and locked with SMC there is a secure email function within the system at the loan level. This is the preferred method of contacting SMC, and will allow us to monitor communication at the loan level. See the section in this presentation on “How to Communicate with SMC”.

Web Site links:

The link to the B2B site is

https://loans.approvedfast.com/standard/Wholesale_pe595/index.php

Things we will review:

- 1) How to register a loan with SMC**
- 2) How to upload documents to SMC**
- 3) Underwriting Section**
- 4) Highlights of the Program Term Sheet**
- 5) Program Fees**
- 6) Top 10 funding issues**
- 7) How to clear funding conditions**
- 8) An example of the purchase advice.**
- 9) How to communicate with SMC via the secure email system within the website.**
- 10) SMC Loan Submission Checklist**

STANDARD MORTGAGE CORP

1) How to register a loan with SMC

https://loans.approvedfast.com/standard/wholesale_pe595/index.php

View Favorites Tools Help

STANDARD MORTGAGE
c o r p o r a t i o n

Home Logoff

Your User Name

Username
.....

Password

Sign In Login Help

701 Poydras Street,
#300 Plaza
New Orleans, LA 70139
Phone: 800.847.0570
HelpDesk@stanmor.com

Standard Mortgage was incorporated in 1925 :
a single office in New Orleans to a company w

At Standard Mortgage, we originate, service an
established relationships with credible invest
lenders provide us with strong, reliable capital

Standard Mortgage has built a solid organiz
mortgage bankers, real estate brokers, acc
estate experience, combined with our variou
needs.

STANDARD MORTGAGE
c o r p o r a t i o n

Home User Information Loan Assistance Rates and Programs Appraisal Other Information Help Logoff

Upload a Loan
Pipeline Report
Change Password
Contact
Price a Loan

701 Poydras Street,
#300 Plaza
New Orleans, LA 70139
Phone: 800.847.0570
HelpDesk@stanmor.com

Welcome to Standard Mortgage Corp's Services Site

Announcements

Specials

Upload a Loan

Price Scenario

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Loan Assistance >

Upload a File

Borrower Information

Document Type:

Loan Program:

File to upload:

File type:

- Full
- Alt
- Stated/NIV/Reduced
- No Ratio
- No Doc
- Stated Income&Assets
- Streamline

Next you select the program that fits your loan

Select Loan Program

select	LHC FHA 2013 MRP 30Yr
select	FHA 30yr Fixed Ginnie
select	MOD FHA 30yr Fixed Ginnie
select	FHA 30yr .01% Streamline Refi Case# <5.31.09
select	FHA 203K 30 yr
select	LHC RHS 2013 MRP 30Yr
select	RD 30yr Fixed Ginnie
select	MOD RD 30yr Fixed Ginnie
select	LHC VA 2013 MRP 30Yr
select	VA 30yr Fixed Ginnie

NOTE: This product varies depending on LHC program. Take caution when locking.

Loan Assistance >

Upload a File

Borrower Information

Document Type:

Loan Information

Loan Program:

File to upload:

File type:

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You may need to get with your IT department to show the path to upload a FNMA 3.2 format

The screenshot shows a web application interface for loan management. At the top, there is a 'Loan Information' header. Below it, the 'Loan Program' is set to '30yr Fixed Fannie'. The 'File to upload' field contains the path 'L:\Apps\FICS\UNDER\1' and a 'Browse...' button. The 'File type' dropdown is set to 'Fannie DU/DO'. A red circle highlights the 'Upload Loan' button. Below the form, a navigation bar includes 'Assistance', 'Rates and Programs', 'Appraisal', 'Other Information', 'Help', and 'Logoff'. A search box is visible on the right. A large red circle highlights a loading spinner with the text 'Uploading Loan.... Please wait'. Below this, another navigation bar is visible. At the bottom, a message box displays 'File upload was successful, the new internal loan number is: 211393', with the number '211393' underlined in red.

TO LOCK YOUR LOAN WITH SMC

Even though your loans are registered (locked) with LHC first, in order for the loans to be processed in a timely and efficient manner, SMC & LHC require you lock the LHC loan on SMC's website immediately after registering with LHC. You will be required to upload the LHC registration form at the time you lock the loan with SMC.

Once you are in the loan, select the Lock Request tab; then price loan. This will take you out to the SMC pricing engine:

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Loan Details	Condition	Lock Request	Forms	Conversation Log	1003	Fannie Mae DU/DO	Email	Submit My Loan
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Base Loan Amount:	\$148,800.00	Interest Only:	No
Loan Amount:	\$151,404.00	Doc Type:	Full
Rate:	3.500%	Middle FICO Score:	
Price:	0.000	Impounds-Taxes:	Yes
Lock Term:		Impounds-Insurance:	Yes
Purpose:	Purchase	Property Type:	Single Family Dwelling
Program:	LHC FHA Asst 2012A	Occupancy:	Owner
Term:	360		

Questions or Comments:



Any item with red asterisk must be completed. From the Fannie 3.2 all info with the exception of FICO comes over. Enter FICO and please verify the County is correct as well. Then Submit.

Lien Information

* First Lien Amt.	* Second Lien Amt.	* HELOC Line Amt.	* HELOC Drawn Amt.
148800	0	0	0
<input checked="" type="checkbox"/> Search for First	<input type="checkbox"/> Search for Second	<input type="checkbox"/> Search for HELOC	

Loan Information

* Price/Estimated Value	* Appraisal Amount	Loan Purpose	* Cash-Out Amount
155000	155000	Purchase	0
* LTV	CLTV	HCLTV (Line Amt)	HCLTV (Drawn Amt)
96.00	0	0	0
<input type="checkbox"/> Waive Escrows			
No			

Borrower Information

Borrower First Name	Borrower Last Name	* FICO	Self Employed
Mary	Schultz	700	No
Income Documentation	Asset Documentation	Employment Documentation	DTI Ratio
Verified	Verified	Verified	0
Citizenship	First Time Home Buyer	Non-Occupant Coborrower	
U.S. Citizen	No	No	

Property Information

Occupancy	Property Type	Number of Units	* Number of Stories
Primary Residence	Single Family	1 Unit	1
State	County	Construction	Corporate Relocation
Louisiana (LA)	East Baton Rouge	No	No
Property Zip			
70001			

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Next, the available programs will appear under the green bar. Select the hyperlink associated with the correct program you have registered with LHC. Then select the price that corresponds to your program (also a hyperlink).

Search Results

Selected Loan: Loan ID: 2213 Status: Registered Borrower:

Re-Submit Options Product Search Re-Submit

Loan Amt: 149800 LTV: 96 CLTV: 0 Desired Rate: 3.5 Desired Price: Desired Loan Term: 30 Yr

Interest Only: No Waive Escrows: No AUS: Not Specified Buydown: None Prepayment Penalty: None DTI Ratio: 0.4

Property Zip: 70001

Loan Type(s): FHA Loan Term(s): 30 Yr Amortization Type(s): Fixed ARM Fixed Term(s): 3 Yr

Printable Results Select View: Top Products by Type Full Product Listing Side-by-Side Compare

Links	Eligible FHA 30 Yr Fixed	Rate	Price	Days	PbJ	Detail	Comp
	Standard Mortgage - FHA 203K 30 yr (8)	3.500	99.837	30	\$668	Show	<input type="checkbox"/>
	Standard Mortgage - FHA 30yr Fixed Ginnie (7)	3.500	99.837	30	\$668	Show	<input type="checkbox"/>
	Standard Mortgage - LHC FHA Targ UnAsst 2012A (781)	N/A	N/A	N/A	N/A	Show	<input type="checkbox"/>
	Standard Mortgage - LHC FHA Home 2012A (772)	N/A	N/A	N/A	N/A	Show	<input type="checkbox"/>
	Standard Mortgage - LHC FHA UnAsst 2012A (770)	N/A	N/A	N/A	N/A	Hide	<input type="checkbox"/>

Search Timestamp: 06/05/13 10:59 AM

Rate	PbJ	MI	60 Day
2.990	\$627	MI	08/05/13
			100.000

The values in the grid include all the adjustments below.

Reason	Points	Rate	Margin
--------	--------	------	--------

Next press 'Send Data to IHM'

Lock Form

Selected Loan: Loan ID: 2213 Status: Registered Borrower:

Revise Search **Send Data to IHM** Printer Friendly Version

Borrower Information

Borrower First Name: Marv Borrower Middle Name: Borrower Last Name: Sobultz Suffix:

Once the info is sent, the website will open up to the 'Lock Request' tab.

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BEFORE YOU CLICK ON “Send Lock Request” PLEASE ENTER THE APPLICATION DATE AND YOUR EMAIL ADDRESS IN THE “QUESTION OR COMMENTS” BOX

The screenshot shows a web interface with several tabs: Loan Details, Conditions, Lock Request, Forms, Conversation Log, 1003, Fannie Mae DU/DO, and Email. The 'Lock Request' tab is active. The loan details are as follows:

Base Loan Amount:	\$148,800.00	Interest Only:	No
Loan Amount:	\$151,404.00	Doc Type:	Full
Rate:	2.990%	Middle FICO Score:	700
Price:	100.000	Impounds-Taxes:	Yes
Lock Term:	60 Day	Impounds-Insurance:	Yes
Purpose:	Purchase	Property Type:	Single Family Dw
Program:	LHC FHA UnAsst 2012A	Occupancy:	Owner
Term:	360		

Below the details is a 'Questions or Comments:' text area containing the text: **PLEASE ADD APP DATE AND EMAIL ADDRESS HERE**. A red circle highlights the 'Send Lock Request' button at the bottom of the interface.

Clicking on “Send Lock Request” will trigger an email to the Lockdesk at Standard Mortgage which will in turn confirm the lock was received.

2) How to upload documents to SMC

Upload your LHC Registration Form & Lender Certification

**SMC & LHC requires you to upload the registration form from LHC.

From the tab labeled ‘Conditions’, click the upload button that corresponds to the LHC registration form.

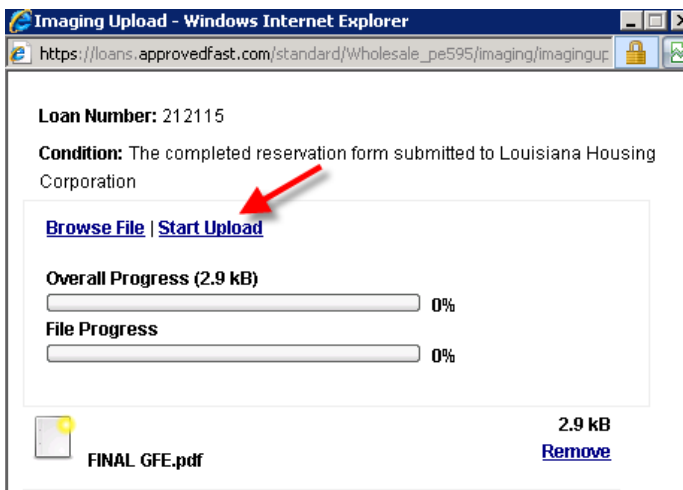
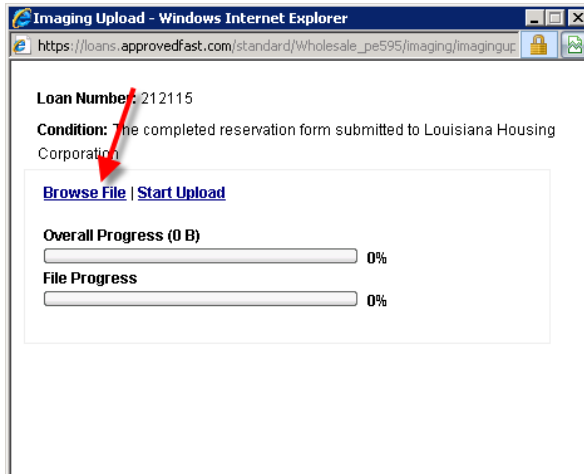
The screenshot shows the 'Conditions' tab selected. The loan number is 212115 and the status is 'Closed File Received'. The table below lists the conditions and the documents uploaded for each:

Code	#	Received	Image	View Image(s)	Satisfied By	Condition
+	28	Upload			Funder	The completed reservation form submitted to Louisiana Housing Corporation
+	26	Upload			Correspondent	The complete loan file from correspondent
+	A	24	Upload		Broker/Correspondent	Broker to provide original initial 1003 signed and dated by all parties, GFE and initial TIL and credit report.
+	A	25	Upload		Broker/Correspondent	Broker to provide all necessary documents to underwrite the loan file

At the bottom of the interface, there are buttons for 'Initial Disclosure', 'Credit File', and 'Closed File'.

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Just as you have done with the 3.2 file, you will need to browse to find your document and then start upload.



Once your document is uploaded, verify that it has been uploaded by selecting 'View Images' to view what was just uploaded.

Code	Received	Image	View Image(s)	Submitted by	Condition
+ 41	Upload	Received	View Image(s)	Correspondent	Exhibit A - LHC Registration Form
+ 42	Upload	Received	View Image(s)	Correspondent	Exhibit C - LHC Lender Certification

These same steps are repeated for the Lender Certification which is required on all LHC Loans. The LHC form must be uploaded within 20 days of registration.

If not done, the lock will be voided.

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3) Underwriting Section

- This program will follow the term sheet published by LHC. The general Underwriting rules will be determined by the Fannie Mae guide.
- It is the lenders' responsibility to monitor changes in the Fannie Guide and originate and close loans per that guide.
- All Fannie Mae Preferred HFA loans need an Early Check and Collateral Underwriter run in the final closed loan file prior to delivery.
- All LHC loan programs have a \$99,000 combined 1003 income cap.
- Fannie Mae Special Feature code of 740 should be user when running the loan through DU.
- If you have an underwriting question, work with your own underwriter first, and if they need further clarification have your underwriter contact the underwriting@stanmor.com email with specific questions.

4) Highlights of the Program Term Sheet

- Minimum credit score is 640
- All loans must be run through DU, and get an approve/eligible finding.
- This is a purchase loan program.
- No real estate presently owned by borrower(s)
- The program is limited to 1-2 unit properties and Condominiums.
- Lender Certification must be completed and signed within 20 days of the reservation and uploaded to SMC.
- Loans are locked for 45 days, and need to be delivered to SMC in fundable condition on or before the 45th day.
- Loan funding conditions should be cleared and the loan funded on or before the 70th day.
- A 30 day extension fee costs \$375. An extension fee can be applied for a loan that cannot be delivered by the 45th day or funded by the 70th day.

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5) Program Fees

If collecting from borrower, these fees must be included on HUD line 801, and cannot be referenced as fees payable to SMC.

- Doc Review Fee = \$175
- Wire Fee = \$20

Our tax service fee is \$85 and that fee can be itemized.

Uploading your Closed Loan Package

Before submitting your closed loan package please be sure to follow the Loan Delivery Checklist that is appended to this document.

You are now able to upload the complete Closed File Package through the System's 'Conditions' tab. Scan and save in .pdf form to your PC then click upload in site:

Loan Number	Borrower	Status
211393		Lead

Loan Details	Conditions	Lock Request	Forms	Conversation Log	1003	Fannie Mae DU/DO
Code	#	Received	Image	View Image(s)	Satisfied By	Condition
+	27	Upload			Correspondent	The complete loan file from correspor
+	A	25	Upload		Broker	Broker to provide original initial 1003 si TIL and credit report.
+	A	26	Upload		Broker	Broker to provide all necessary docum

Browse your PC for your Closed Loan package (Again, you may need to get with your IT department to figure path to package)

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Loan Number: 211393

Condition: The complete loan file from correspondent

[Browse File](#) [Start Upload](#)

Overall Progress (0 B)
 0%

File Progress
 0%

Sometimes documents may be sideways or even upside down in the upload file. We understand legal docs being sideways as they cannot be scanned upright, but prior to the actual upload please make a conscious effort to turn them. This will assist the SMC Funders in expediting your files through the funding process.

Once file is selected please select “Start Upload”. Once SMC receives the upload, it will enter a queue to begin the funding process.

Loan Number: 211393

Condition: The complete loan file from correspondent

[Browse File](#) [Start Upload](#)

Overall Progress (0 B)
 0%

File Progress
 0%

*Image while file is being uploaded (page count will appear once upload is complete):

Loan Number: 211393


Condition: The complete loan file from correspondent

[Browse File](#) | [Start Upload](#)

Overall Progress (15.1 kB)
 100%

Uploading "Closed File Received Testing.pdf"
 100%

Upload: 15.1 kB with - B, - remaining.

	Closed File Received Testing.pdf	15.1 kB Remove
---	----------------------------------	-----------------------------------

Uploading Document to IHM Server Please wait....



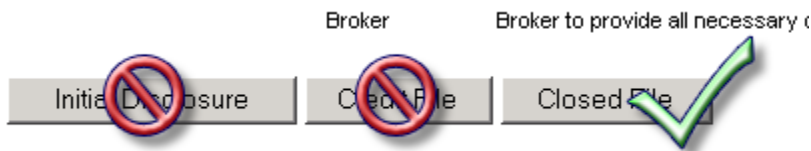
STANDARD MORTGAGE CORP

Packet has been received:

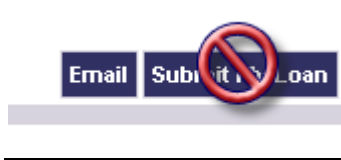
Loan Number	Borrower
211393	

Loan Details	Conditions	Lock Request	Forms	Conversation Log
Code #	Received	Image	View image(s)	Satisfied By
+ 27	Upload	Received	View Image(s)	corresponde
+ A 25	Upload			Broker
+ A 26	Upload			Broker

Once the file is uploaded, the next step is to click the Closed File Button as shown below. This enters your file into a queue for review.



PLEASE DO NOT USE THE Submit My Loan BUTTON



To see a status change, refresh the webpage:

Status
Closed File Received

NOTE: We can only see that a file is uploaded if you press the Closed File Button, if you don't see the status change to Closed File Received, we did not receive the file.

At this point your file is moving to the review stage prior to funding. Once the Funder on your file reviews and assigns conditions, you will receive an email that your file is conditionally approved. The follow up conditions can be found on the website.

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The details of conditions being requested are shown in the conditions column and can be seen in further detail by selecting the '+' to the far left column. Once you have the item(s) requested, click upload next to the corresponding item and proceed as you did with the Closed File Received in the beginning.

+ A	26	Upload			Broker	Broker to provide all necessary documents to underwriter the loan file Good Faith Estimate to be signed and dated by all Borrowers IRS Form 4506-T (primary Borrower ONLY in file) Cash required to close must match DU within \$XX
+ A		Upload	Received	View Image(s)	Processor	
+ A		Upload	Received	View Image(s)	Processor	
+ S	20	Upload	Received	View Image(s)	Processor	

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6) Top 10 Funding Issues

- 1) Mortgage
 - Act of Correction needed due to omission of Title Insurance Identifier or the witness' name not being typed or printed
- 2) Title Policy
 - Missing the complete Mortgagee Clause (ISAOA/ATIMA) and the policy date must be the recording date or include "or the date of recording of insured mortgage, whichever is later"
- 3) 4506-T
 - Line 5 must be blank or have Standard Mortgage Corporation typed in it.
- 4) Income and Assets worksheet missing
- 5) Verification of previous employment missing, if applicable
- 6) Evidence of Hazard/Flood Ins transferred to SMC
- 7) Suspense items are often submitted without checking the accuracy of the document. Many times info is incorrect causing multiple requests for documents.
- 8) Many suspense items aren't submitted until a follow-up notice has been sent.
- 9) Shippers are sometimes waiting for conditions to be received from branch offices and title companies, which delays the funding process greatly
- 10) Due to all of the above circumstances, loans sometimes need to be extended 2-3 times before the loan is cleared for purchase.

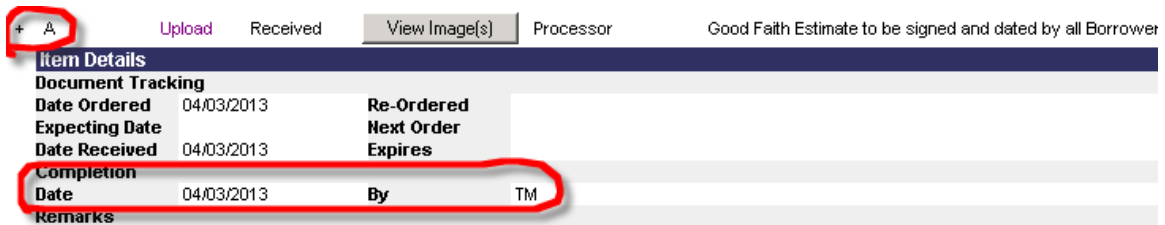
STANDARD MORTGAGE CORP

7) How to Clear Funding Conditions

Once you have uploaded your conditions, please send an email from within the website, by hitting the 'Email' button, to your Funder to acknowledge the items have been uploaded. (See emailing instructions further in this guide.)



Once SMC receives the acceptable conditions, the Funder will enter a date to show it is completed and acceptable. You can review these by clicking the '+' sign to the far left column. It will expand and show 'Completion Date', if applicable:



After all conditions are sent and approved, you will be sent your purchase advice.

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8) Example of Purchase Advice:

Subject: Purchase Advice: ABC Mortgage #123456 – Smith

ABC Mortgage

Loan Program:

Funder: Sheila Hunter
shunter@stanmor.com

Below you will find the purchase details for your loan:

Purchase Date:	2/6/2015
Loan Number:	123456
Borrower:	Smith, Joe
Rate:	4.375%
Last Pay Date:	1/1/2015
Funded Balance:	\$206,196.00
SRP:	\$4,123.92
Bond Extension Fee:	
<u>LLPA's</u> :	0.000%
<u>TaxService</u> :	\$85.00
Underwriting:	\$0.00
Doc Review:	\$175.00
Wire Fee :	\$20.00
Escrow Balance:	\$610.20
<u>PerDiem</u> :	\$24.72
Days:	36
Total Interest:	\$889.92
Purchase Price:	\$210,319.64

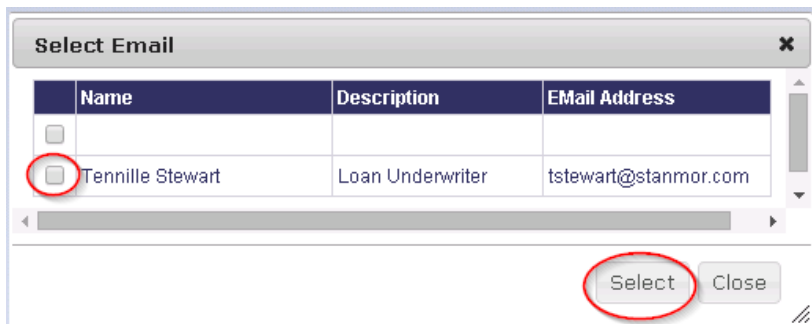
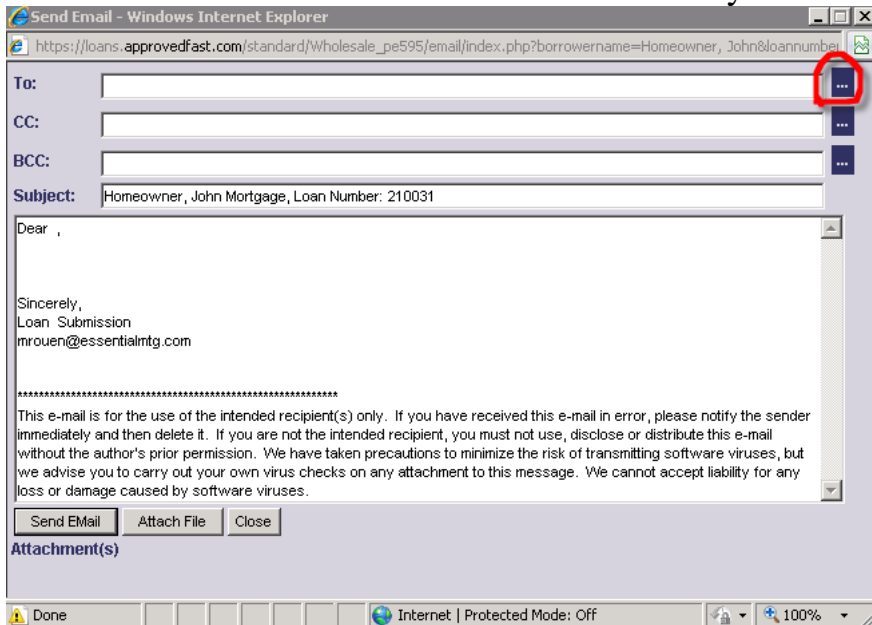
STANDARD MORTGAGE CORP

9) How to communicate with SMC via the secure email system within SMC's website.

We now have an email function within the system which is a preferable means of communication as it is associated at the loan level by date and time for future reference. Once you click on the email button, this is very self explanatory.



Once the email button is selected, the email window pops up with a standard email template. From here if you click on the ellipses to the right of the To: section, another window opens to allow you to select the persons working your file within SMC. This will populate the person the email is intended for. This function will record emails within the system for future reference.



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Type in the body and send.

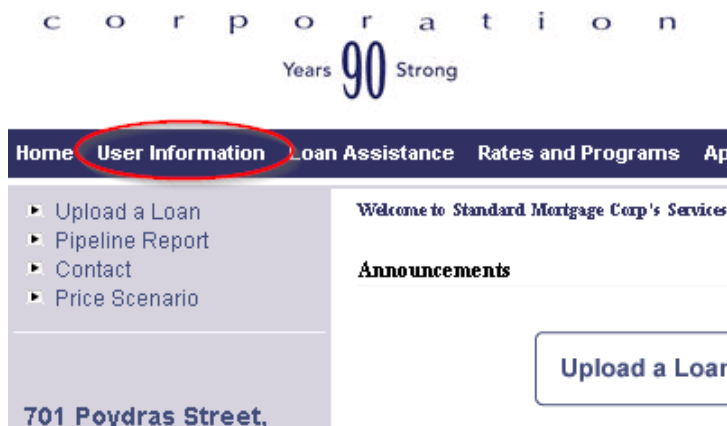
Please make your best effort to use this system to the fullest, as it will save time and effort to all involved in the life of the loan process.

All questions and concerns should be directed to lockdesk@stanmor.com

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Extra Information

Please utilize the 'User Information' tab. This tab contains all necessary SMC announcements and memos.










Click 'User Information' → 'Announcements' → 'Memos'
There is a plethora of documents that should be of great help.

Document List

Memos

Section memos are saved for TPO

	Correspondent Manual Correspondent Upload
	Correspondent New Items Please review attached memo
	Exhibit F JMAP 30 Day Extension
	Exhibit F SMAP 30 Day Extension
	GFE Requirements Requirements for all Good Faith Estimates submitted by correspondents.
	Hazard & Flood Doc Overview of the requirements for Hazard and Flood
	ICMAP Extension Form
	Income Asset Worksheet

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SMC LOAN DELIVERY CHECKLIST

NAME: _____
LOAN#: _____

- _____ Acknowledgement Borrower Received/Waived copy of Appraisal (HVCC)
- _____ Act of Correction - (if applicable) Follow-up with Recorded AOC
- _____ Affiliated Business Disclosure
- _____ Allonge to Note (if applicable)
- _____ Appraisal & Appraiser's License (must upload electronic appraisal (**colored copy**) to SMC)
- _____ Assignment - assigned to SMC – Original (unless MERS – provide evidence transferred to SMC)
- _____ Borrower's Certification and Authorization Form
- _____ Collateral Underwriter Findings
- _____ Compliance Agreement/ Errors & Omissions
- _____ Credit Report
- _____ Desktop Underwriting Finding (**DU**) / Guaranteed Underwriting System (**GUS**)
- _____ Documents to support a Transfer in Appraisal (if applicable)
- _____ DRIVE Report: LDP (Limited Denial of Participant) and GSA (General Service Admin.) Compliance
- _____ Driver's License / Picture ID / Perm. Resident Card
- _____ Early Check Findings
- _____ ECOA Notice – Federal Equal Credit Opportunity Act (signed & dated)
- _____ Elevation Certificate (if prop. is in Flood Zones A or V, Flood Ins. is required & house was built after 1976)
- _____ Evidence Flood Zone Certification is transferred into Standard Mortgage Corporation
- _____ Evidence Hazard, Flood and/or Wind/Hail is transferred to Standard Mortgage Corporation
- _____ FHA - Case# Assignment / CAIVRS Authorization# (FHA Connection)
- _____ FHA - Case# Transfer on a Transfer in Appraisal (if applicable)
- _____ FHA - Conditional Commitment (HUD-92800.5B)
- _____ FHA - Direct Endorsement Approval – Addendums pages 1 – 4 (HUD-92900-A)
- _____ FHA - Escrow Unused Funds Instructions (*For FHA to FHA Re-fi's only*)
- _____ FHA - For Your Protection – Get Home Inspected Notice
- _____ FHA - Important Notice to Homebuyer – Assumption of HUD/FHA Insured Mortgage Release of Personal Liability
- _____ FHA - Informed Consumer Choice Disclosure Notice
- _____ FHA - Loan Uniform Underwriting and Transmittal Summary (**Form# 92900-LT – signed/dated**)
- _____ FHA - Notice to Homeowner
- _____ FHA - Real Estate Certification and Amendatory Clause
- _____ FHA - UFMIP – Evidence of MIP payment
- _____ Final Good Faith Estimate (“Summary of Your Loan” area to match “Loan Terms” area on pg. 3 of Final HUD)
- _____ Final Inspection Report / Re-cert of Value (if applicable)
- _____ Final Loan Application w/ **NMLS#** & Addendums (signed & dated)
- _____ Final Truth in Lending (signed & dated)
- _____ First Payment Letter
- _____ Flood Hazard Determination Form (borrower(s) sign/date pg. 2 if **not** in flood zone) - **Life of Loan Type**
- _____ Flood Insurance (including proof of payment) and Wind/Hail Insurance (if applicable)
- _____ Freddie Exclusionary List Check
- _____ Good Faith Estimate –must include “Provider List” & “Change of Circumstance” (if applicable)
- _____ Hazard Ins. including proof of payment (must meet req. of FNMA/FHLMC/GNMA/FHA/VA/RHS)
- _____ Higher-Priced Mortgage Loan Disclosure (**HPML**)

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- _____ Homeownership Counseling Organizations List (must include at least 10 approved agencies)
- _____ Homebuyer Education Certificate (must comply with NISHEC standards)
- _____ HUD-1 Settlement Statement
- _____ HUD Settlement Booklet (evidence of borrower receipt)
- _____ Income Calculation Worksheet / Assets Worksheet
- _____ Initial Escrow Disclosure Statement or Waiver - (Waiver if applicable for Conv. Loans Only!)
- _____ Initial Good Faith Estimate (Dated within 3 days after Initial Application Date)
- _____ Initial Loan Application / Addendums (signed/dated)
- _____ Initial Truth-In-Lending (Update TIL if loan is Re-Disclosed)
- _____ Insurance Policy Mortgagee Clause must read: **SMC - ISAOA/ATIMA- P.O. Box 792107, San Antonio, TX 78279**
- _____ Intent to Proceed with Application
- _____ IRS Tax Returns - 4506 Tax Verification and Current Check Stubs or IRS Transcripts (2 Years)
- _____ IRS W-9 Tax Form for each borr. & 4506/4506T (Line item# 5 must be blank) Self Employed borr.: IRS Form 8821)
- _____ Itemization of Amount Financed in compliance with Truth in Lending Mortgage...w/ Riders (if applicable) & must include **“Title Insurance Identifier” & “NMLS#”** (Follow-up w/ Orig. Rec. Mtg.)
- _____ Name Affidavit
- _____ Notice of Assignment, Sale or Transfer of Servicing Rights
- _____ Notice of Right to Cancel and Rescission Confirmation (if applicable)
- _____ Notice Regarding Furnishing of Negative Information
- _____ Occupancy Affidavit
- _____ Original Note ... Must include **“Notary ID#” and “NMLS#” (Endorsed to Standard Mortgage Corporation)**
- _____ Patriot ACT Disclosure
- _____ Payment History showing the current “Principal” & “Escrow” balances
- _____ PMI Certificate / Disclosures (if applicable) & Evidence PMI was activated & transferred to SMC
- _____ Power of Attorney - (Follow up with Recorded POA)
- _____ Privacy Policy & Practices Form
- _____ Purchase Agreement/Addendums & Ext. (copy of check/money order...req. by borrower at closing (if applicable)
- _____ QM Findings (Qualified Mortgage)
- _____ Rate Lock Confirmation Sheet
- _____ Right to Receive Copy of Appraisal Report Form (signed & dated)
- _____ Servicing Disclosure Statement (RESPA)
- _____ Signed Flood Ins. Waiver (if property is located in Flood Zone B, C or X and has no flood insurance)
- _____ Social Security Admin. (SSA) Authorization to Release SSN Verification (Form# 06-2013 – must have orig. signature)
- _____ SS Admin. (SSA) doc. must contain: Business trans. explanation & reasons checked off as to why CBSV applies
- _____ Survey or Survey Waiver (if Short Form Title Policy without exceptions)
- _____ Tax Information Sheet (must include Parcel#)
- _____ Termite Cert. (If not required need signed Termite Waiver—Active/Major damage need evidence of treatment)
- _____ TIL – APR not to increase more than .125% of initial TIL
- _____ Title Commitment / Title Policy: Insured name must include: ISAOA/ATIMA & written exactly as on Note
- _____ Title Commitment or Short Form Title Policy (**Follow up w/ Original Short Form Policy**)
- _____ Underwriter’s Approval / Closing Conditions (signed/dated)

- _____ Uniform Coll. Data Portal (UCDP) / Appraisal Summary Submission Report (HVCC) (Conv. Loans Only)
- _____ Uniform Underwriting & Transmittal Summary (signed/dated) (Form# 1008 Conventional Loans)!
- _____ Verification of Deposit Form and Current Bank Statements

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- _____ Verification of Employment (VOE) within 10 days of closing - if self employed
- _____ YTD Profit & Loss Statement
(*Previous VOE is required if employment on current job is less than 2 yrs.*)
- _____ Wiring or ACH Instructions

NEW CONSTRUCTION DOCUMENTS

- _____ Builder's Certification (HUD- 92541)
- _____ Builder's Permit (**signed**)
- _____ Builder's Warranty of Completion (HUD-92544)
- _____ Certification of Occupancy or 10 Year Warranty
- _____ Final Compliance Inspection (HUD-92051)
- _____ Subterranean Termite Soil Guarantee Treatment (HUD-NPCA-99-A)
- _____ Subterranean Termite Soil Treatment Record (HUD-NPCA-99-B)

VA LOAN DELIVERY DOCUMENTS

- _____ Certificate of Commitment (If underwritten by VA)
- _____ Certification of Eligibility (VA26-8320)
- _____ Certification of Reasonable Value (VA26-1843)
- _____ Indebtedness Letter (VA26-8937) – (only if borrower is exempt from VAFF)
- _____ Loan Analysis (VA26-6393)
- _____ Report and Certification of Loan Disbursement (VA26-1820)
- _____ VA Counseling Checklist (VA26-0592)
- _____ VA Federal Collection Policy (VA26-0503)
- _____ VA Funding Fee Transmittal Form – Evidence of payment

USDA/RD LOAN DELIVERY DOCUMENTS

- _____ Comp. of Homeownership Counseling (1st time borrower if req. by the RD issuing Cond. Commit.)
- _____ Conditional Commitment for Single Family Housing Loan Guarantee (RD1980-18)
- _____ Evidence RD Fee has been sent
- _____ Guaranteed Loan Closing Report (RD1980-19)
- _____ USDA – Privacy Act (RD410-9)

*LOUISIANA HOUSING CORP. (LHC) BOND MARKET RATE DOCUMENTS

- _____ (**Exhibit A**) Program Loan Confirmation Form
- _____ (**Exhibit C**) Lender Certification - **Must be signed 20 calendar days from the Initial Mtg. Reservation Date!!**
- _____ (**Exhibit D**) Rate Lock 30 Day Extension Request - **\$375 non-refundable fee for 30 day Lock Extension**
- _____ (**Exhibit H**) Req. for "Down Pymt Assist."/Wiring Instr. **Must e-mail to LHC 24 hrs. prior to day of closing w/ HUD-1**
- _____ LHC Gift Letter w/ Evidence funds were received by closing attorney or borrower (**signed/dated**)

***Note:** A **\$20.00** Wiring Fee will be charged on the Purchase Advice for all **LHC Market Rate Bond Loans!**

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