Virginia Housing

Loan Stacking Form

Borrower(s): _____ Virginia Housing Loan #: _____

Lender: _____ Lender Loan #: _____

Program: _____

Contact: _____ Phone: _____ Extension: _____

Email: _____

CLOSING DOCUMENTS

____ Wiring Instructions – typed and legible
____ Note
____ Name / Signature Affidavit
____ Power of Attorney and evidence of recordation
____ Deed of Trust and applicable Riders
____ Tax-exempt Bond Financing Rider (Bond programs)
____ Closing Disclosure fully completed and executed by all parties with all applicable addendums
____ Seller CD fully executed
____ Initial Closing Disclosure and evidence of receipt by consumer
____ Hazard Declaration Page / Binder and paid receipt
____ Condo Certificate of Insurance and HO6 policy with paid receipt
____ Flood Insurance Policy or Application with paid receipt, if applicable
____ Deed of Bargain and Sale
____ Insured Closing Protection Letter
____ Title Binder and applicable endorsements
____ W-9
____ Tax Information form
____ Initial Escrow Account Disclosure Statement
____ Outside subordinate financing documents, if applicable – include the following: Approval from subordinate lienholder specifying terms and conditions, Note, Deed of Trust
____ Outside grant documents, if applicable – include approval from grantor and evidence of receipt per GSE/insurer/guarantor requirements
____ Re-sale or deed restricted properties, if applicable – include the following: Covenants and Restrictions

VIRGINIA HOUSING DOCUMENTS

____ Virginia Housing Delegated Approval Notice & Confirmation or Loan Approval Form
____ Compliance Agreement – Exhibit CA
____ Loan Submission Cover Letter – Exhibit O (Bond programs)
____ Program Disclosure and Borrower Affidavit (fully executed) – Exhibit E (Pgs 1-4 for bond programs; pgs 1-2 for non-bond programs)
____ Seller Affidavit (executed by all sellers) – Exhibit F (Bond programs)
____ Community Hero Grant Certification (fully executed by all borrowers & Originating Lender; Community Heroes Grant, if applicable)
____ First Generation Affidavit (fully executed and notarized; FirstHome Dream, if applicable)
____ Post Closing Cover Letter – Exhibit P (Bond programs)
____ Award Letter executed by Borrower(s) for DPA / CCA / Community Heroes Grant (Note: The Award Letter for the Plus Second Mortgage must be included in document upload for the second mortgage)
____ Obligation Letter for DPA / CCA Grant / Community Heroes Grant when first mortgage is FHA (Note: The Obligation Letter for the Plus Second Mortgage must be included in the document upload for the second mortgage)
____ Secondary Financing Certification / Affordable Housing Programs – Exhibit LL, if applicable
____ Homebuyer Education Certificate – required for **all** borrowers that are first-time homebuyers
____ Recapture Notice (Bond programs)

CREDIT DOCUMENTS

CONVENTIONAL LOAN

____ PMI Certificate (over 80% LTV)
____ 1008 Transmittal Form
____ UCD Findings

FHA LOAN

____ HUD / VA Addendum to the Uniform Residential Loan Application – Form HUD 92900A-completed and signed – Initial and Final
____ Loan Underwriting and Transmittal Summary – Form HUD 92900LT
____ FHA Connection Case Query for Borrower Validation ____ FHA Case Number Assignment
____ Evidence of Holder and Servicer transfer in FHA connection
____ Mortgage Insurance Certificate (MIC)

RD LOAN

____ RD form 3555-21 Request for Single Family Housing Loan Guarantee
____ RD form 3555-17 Loan Note Guarantee
____ RD form 3555-18 Conditional Commitment

VA LOAN

____ HUD/VA Addendum to the Uniform Residential Loan Application – Form VA 26-1802a
____ Loan Analysis – Form VA 26-6393
____ Report and Certification of Loan Disbursement – Form VA 26-1820
____ VA Borrower and Lender Certifications
____ Request for Certificate of Eligibility – Form VA 26-1880 & DD 214 (if applicable)
____ VA Case Number or VA IRRRL LIN
____ Certificate of Eligibility or Prior Loan Validation for VA IRRR Loans
____ Loan Summary Sheet – Form VA 26-0286
____ Statement of Service - Active Duty Only
____ Counseling Checklist for Military Homebuyers- Active Duty Only
____ Child Care Statement (and letter confirming amount, if applicable)
____ Other: _____

CREDIT

____ Initial and Final URLA completed and signed by all parties
____ AUS Findings: ____ DU ____ LPA ____ GUS (for RD Loan GUS automatically pulls CAIVRS)
____ Acceptable Identification (Driver's License, ID Certification)
____ Credit Report ____ Credit Supplements (if applicable)
____ Inquiry Letter completed by the borrower(s) (if there are inquiries on the credit report)
____ Credit explanation letter
____ CAIVRs Authorization (All government) & LDP / SAM (GSA) (if applicable)
____ Verification of Rent (if applicable)
____ Verification of Mortgage Account (if applicable)
____ Divorce Decree ____ Separation Agreement ____ Child Support Order
____ Bankruptcy Docs
____ Other: _____

INCOME

____ Income Calculation Worksheet **or** Self Employed Worksheet
____ Verification of Employment: ____ Verbal or ____ Full VOE
____ Final verbal VOE and source documentation
____ Independent Verification of Telephone # (Google Lookup) ____ Third Party Verification of Business (Self-Employed)
____ Paystubs
____ W2 &/or 1099 forms
____ Tax Transcripts – 1-2 years (Conventional)
____ Self Employed: YTD P&L, Tax Returns, Business Tax Returns
____ Other: _____

ASSETS

____ Bank Statements (all pages)
____ Verification of Deposit
____ Source of Funds for deposits
____ NSF Letter of Explanation
____ 401K / Retirement Accounts
____ Gift Funds Documentation: ____ Letter ____ Donor Ability ____ Transfer ____ Deposit ____ W/D
____ Closing Disclosure or CD for Sale of Present Home
____ Other: _____

COLLATERAL

____ Sales Contract and all addendums ____ Signing Authority ____ POA
____ FHA Amendatory Clause and Real Estate Certification
____ VA Escape Clause
____ Appraisal Logging and submission to EAD Portal (FHA)
____ 2nd Appraisal (FHA Property flip)
____ UCDP SSR Forms (Conventional)
____ Conditional Commitment Direct Endorsement State of Appraised Value – Form HUD 92800.5B (FHA)
____ Lender Notice of Reasonable Value (LNOV) (VA)
____ Appraisal including all addendums and attachments ____ Appraiser License
____ Condo Approval with all applicable condo documents
____ Condo Project Certification documents (Conventional, if using this approval method)
  ____ FNMA Condo Project Manager (including Certificate ID, Phase ID, and Project ID), or
  ____ FHLMC Condo Project Advisor (including Project Assessment Request ID and Project Waiver ID)
____ Inspections ____ Final ____ Repair ____ Soil Treatment ____ Termite ____ Well/Septic ____ Community ____ Survey (if applicable)
____ Certificate of Occupancy (CO) ____ Building Permit ____ Builder Cert.– HUD92541 ____ Warranty Protection Plan (New Construction)
____ VA Builder ID (New Construction)
____ Plate verification (IBTS) ____ Engineers / Foundation Inspection (Manufactured Homes)
____ Flood determination with life of loan tracking
____ Other: _____

GENERAL DISCLOSURES

____ HOEPA / HMDA Required Information
____ Appraisal Report Disclosure and Acknowledgement
____ Borrower's Certification & Authorization
____ Disclosure with Respect to Title Insurance

____ Loan Estimate ____ Acknowledgement of Receipt of LE ____ Notice of Intent to Proceed
Most current to initial
____ Changed Circumstance (in front of the LE to which it applies)
____ Required Providers Disclosure
____ Settlement Service Providers
____ Lock-in Agreement
____ Occupancy Certificate (Mortgage Fraud Disclosure)
____ Errors and Omissions Statement
____ Counseling certificate
____ Patriot Act
____ 4506-C (form must be completed with required Virginia Housing's third party auditor information)
____ Privacy Notice
____ Servicing Disclosure
____ ECOA
____ Transfer of Servicing Notice (Hello / Good-bye Letter)
____ Other: _____

FHA DISCLOSURES

____ Informed Consumer Choice Disclosure Notice
____ For Your Protection Get a Home Inspection
____ Important Notice to Homebuyers
____ Potential Home Energy Benefits
____ The Importance of Home Inspection and Watch out for Lead-Based Paint Poisoning
____ Other: _____

REFINANCES – AS APPLICABLE TO PROGRAM

____ Virginia Housing Income Certification (if not disclosed on URLA) – Streamline Refinance
____ Virginia Housing Refinance Eligibility Letter
____ Net Tangible Benefit Disclosure and Worksheet
____ Mortgage Payoff / updated Mortgage payment on credit report to show current for the month or must show current on payoff
____ VA Interest Rate Reduction Refinancing Loan Worksheet – Form VA 26-8923
____ VA Rate Reduction Certification (VA IRRRL)

COMMUNITY LAND TRUST (CLT)

____ CLT Loan Amt Calculation Worksheet (pg.1)
____ CLT Underwriter Certification (pg.2)
____ CLT Closer & Post-Closer Certification (pg.3)
____ Ground Lease
____ Ground Lease Rider (FNMA form 2100 or FHLMC form 490)
(Note: Ground Lease or Ground Lease Memorandum must be recorded including the applicable Ground Lease Rider)