

**FHA LOAN DELIVERY CHECKLIST**

**BORROWER** \_\_\_\_\_ **PROGRAM** Sedgwick Shawnee

**ORIGINATING LENDER** \_\_\_\_\_

**CONTACT** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**Loan Number** \_\_\_\_\_

**(USBHM)**

**COMPLIANCE APPROVAL LETTER** from Sedgwick/Shawnee County

**CUSTOMER IDENTIFICATION NOTICE (PATRIOT ACT)\***  
*\*USBHM underwritten loans only*

**REQUIRED FIRST MORTGAGE DOCUMENTATION**

ORIGINAL NOTE & EXHIBIT G- **1 COPY** \*Endorsed to **U.S. Bank N.A.**

NAME AFFIDAVIT, IF APPLICABLE - **2 COPIES**

DEED OF TRUST- **2 COPIES** \***TRUSTEE INFORMATION: U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION**

CONVENTIONAL TAX EXEMPT RIDER / CONDO-PUD RIDER/ 1-4 FAMILY RIDER (IF APPLICABLE)-**2 COPIES**

ASSIGNMENT OF MORTGAGE- **2 COPIES** \***ASSIGNED TO U.S. BANK N.A.**

SCHEDULE OF LOAN PURCHASE PRICES AND SECURITY PURCHASE PRICES EXHIBIT J-**2 COPIES**

**REQUIRED SECOND MORTGAGE DOCUMENTATION - if applicable**

ORIGINAL NOTE & **1 COPY**

Mortgage / DEED OF TRUST - **2 COPIES**

ASSIGNMENT OF MORTGAGE - **2 COPIES** \*Assigned to **Sedgwick Shawnee**

FIRST PAYMENT LETTER *with payment breakdown, first payment date*

HUD-I & AGGREGATE ESCROW ANALYSIS DISCLOSURE - **2 COPIES**

*\*DPA SOURCE MUST BE DISCLOSED ON HUD I*

COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY & **1 COPY**

TAX CERTIFICATION - **2 COPIES** \*\**Proof of payment if applicable*

SPECIFIC POWER OF ATTORNEY (POA)- **2 COPIES**

HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT & **1 COPY**

MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - **2 COPIES**

**Hazard Insurance Loss Payee Clause & Address:**  
**U.S. BANK N.A.**  
 its successors and or assigns as their interest may appear.  
 c/o U.S. Bank Home Mortgage  
 P.O. Box 7298  
 Springfield, OH 45501-7298

FLOOD CERTIFICATION & DISCLOSURES - **2 COPIES** \**Must be Life of Loan and transferable to USBHM*

FLOOD INSURANCE BINDER WITH 1 YR. PROOF OF PAYMENT (IF APPLICABLE)& **1 COPY**

WIND / HAIL INSURANCE (IF APPLICABLE)

COPY OF BUYDOWN AGREEMENT, IF APPLICABLE - **2 Copies**

COPY OF W-9 FOR PRIMARY BORROWER

FINAL TYPED LOAN APPLICATION \**must be signed by interviewer and borrowers*

MORTGAGE CREDIT ANALYSIS WORKSHEET (MCAW)

HUD 92900A- DIRECT ENDORSEMENT APPROVAL

LOAN MUST BE FHA INSURED IF OLDER THAN 90 DAYS FROM CLOSING

SURVEY \**if required or charged for on HUD I*

FINAL TRUTH-IN-LENDING \**signed and dated at closing*

ASSURANCE / WARRANTY OF COMPLETION, IF APPLICABLE

TERMITE REPORT / SOIL TREATMENT GUARANTEE \**if required or charged for on HUD I*

MIP TRANSMITTAL FORM

NOTICE OF POTENTIAL RECAPTURE TAX

COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

IRS FORM 4506 OR 8821 (Self Employed)

**CREDIT UNDERWRITING PACKAGE:**

INITIAL LOAN APPLICATION	<input type="checkbox"/>
INITIAL TRUTH-IN-LENDING	<input type="checkbox"/>
DU FINDINGS/UW APPROVAL	<input type="checkbox"/>
COPIES OF UW CONDITIONS	<input type="checkbox"/>
PURCHASE AGREEMENT	<input type="checkbox"/>
FINAL INSPECTIONS	<input type="checkbox"/>
GOOD FAITH ESTIMATE	<input type="checkbox"/>

<input type="checkbox"/>	APPRAISAL
<input type="checkbox"/>	CREDIT REPORTS
<input type="checkbox"/>	VOE'S
<input type="checkbox"/>	VOD'S OR ALT. DOCUMENTS
<input type="checkbox"/>	NOTICE OF SALE ASSIGNMENT OF SERV. RIGHTS/RESPA
<input type="checkbox"/>	All Other Documents needed for credit package

**FILE DELIVERY INFORMATION:**

**Loan File Delivery Address:**  
**U.S. Bank Home Mortgage - MRBP Division**  
 17500 Rockside Road  
 Bedford, OH 44146  
 Attn: MRBP Operations Department

**BORROWER PAYMENT INFORMATION:**

**Borrower Payment Address:**  
**U.S. Bank Home Mortgage**  
 P.O. Box 468002  
 Bedford, OH 44146-8002  
[www.usbankhomemortgage.com](http://www.usbankhomemortgage.com)