

**RD 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)\*  
*\*for USBHM underwritten loans only*

ORIGINAL NOTE & EXHIBIT G- 1 COPY \*Endorsed to **U.S. Bank N.A.**  
 NAME AFFIDAVIT, IF APPLICABLE - 1 COPY

MORTGAGE / DEED OF TRUST & EXHIBIT H- 2 COPIES  
 TAX EXEMPT RIDER **Required** / CONDO-PUD 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-1 & AGGREGATE ESCROW ANALYSIS DISCLOSURE - 2 COPIES  
*\*DPA SOURCE MUST BE DISCLOSED ON HUD 1*

DPA ACKNOWLEDGEMENT FORM - 1 COPY

COPY OF TITLE COMMITMENT OR SHORT FORM TITLE POLICY & 1 COPY  
 TAX CERTIFICATION - 2 COPIES *\*\*Proof of payment if applicable*

**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

HAZARD INSURANCE POLICY WITH 1 YR. PROOF OF PAYMENT & 1 COPY  
 MORTGAGEE CLAUSE LETTER, (HAZARD/FLOOD) - 2 COPIES

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 W-9 FOR PRIMARY BORROWER  
 IRS FORM 4506 OR 8821 (Self Employed)  
 CAIVRS ID #  
 FINAL TYPED LOAN APPLICATION WITH SIGNATURES & CAIVRS# TO APPEAR ON SIGNATURE LINE / signed by interviewers and borrowers

RD CONDITIONAL COMMITMENT WITH SIGNATURES - RD 1980-18  
 EXECUTED RD REQUEST FOR SFH LOAN GUARANTY - RD 1980-21  
 GUARANTEED LOAN CLOSING REPORT - 1980-19  
 FMHA 1980-11  
 LOAN MUST BE RD INSURED IF LOAN IS OLDER THAN 90 DAYS FROM CLOSING

SURVEY *\*if required or charged for on HUD 1*  
 FINAL TRUTH-IN-LENDING *\*signed and dated at closing*

WARRANTY OF COMPLETION / TERMITE REPORT / SOIL TREATMENT GUARANTEE *\*if required or charged for on HUD 1*

SPECIFIC POWER OF ATTORNEY (POA)- 2 COPIES

COMPLIANCE OR ERRORS & OMISSIONS AGREEMENT

**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 1008
<input type="checkbox"/>	BUYDOWN AGREEMENT
<input type="checkbox"/>	All Other Documents needed for credit package

**RD DOCUMENTS:**

<input type="checkbox"/>	THERMAL REQUIREMENTS AND COMPLIANCE STANDARDS
<input type="checkbox"/>	WARRANTY COVERAGE
<input type="checkbox"/>	WATER QUALITY CHECK
<input type="checkbox"/>	EVIDENCE OF INSPECTED WASTEWATER SYSTEM
<input type="checkbox"/>	DEFICIENCIES CORRECTED
<input type="checkbox"/>	PROPERTY SOUND & FUNCTIONALLY ADEQUATE & QUALIFIED INSP

**RD NEW CONSTRUCTION:**

<input type="checkbox"/>	CONSTRUCTION INSPECTION REPORT
<input type="checkbox"/>	FINAL INSPECTION
<input type="checkbox"/>	RD 1924-25
<input type="checkbox"/>	CERTIFIED PLANS & SPECS & BUILDER WARRANTY
<input type="checkbox"/>	RD 400-3
<input type="checkbox"/>	AD 1048
<input type="checkbox"/>	1924-19

**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)