

MRB PROGRAM CHECKLIST

RATE:
FACTOR:

Borrower (s)

MRB Reservation Number

RESERVATION PACKAGE
RESERVATIONS ACCEPTED FROM

- ___ 1. Original Reservation Form (MRB 001)
- ___ 2. Mortgage Revenue Bond Checklist (MRB 002)
- ___ 3. Reservation fee of \$200, except for HAT/HOYO (*Non-Refundable and No Personal Checks allowed*)
- ___ 4. Copy of Executed Sales Contract or for HUD Repo's, the HUD Property Disposition Form 9548
- ___ 5. Copy of Complete/Executed Loan Application
- ___ 6. Original Executed Potential Recapture Tax Form
- ___ 7. Original Executed Premium Cash Advance/Fee Disclosure (MRB/DISC, Not applicable to HAT/HOYO)
- ___ 8. Copy of Homebuyer Education Certificate (*HOYO & Fannie Mae Community Homebuyer Products Only*)
- ___ 9. Original HAT Loan Agreement (*If Applicable*)

CONDITIONS: _____

MHC must receive the Reservation package within three (3) business days of receiving the reservation.

COMPLIANCE PACKAGE
LAST DAY TO SUBMIT A COMPLIANCE PACKAGE WILL BE
THE LAST DAY THE LOAN CAN CLOSE WILL BE

- ___ 1. Mortgage Revenue Bond Checklist (MRB 002)
- ___ 2. FHA Transmittal or VA Loan Analysis or Fannie Mae 1008
- ___ 3. Verification of Employment (s) and pay stub (s) (All Applicable Household Members)
- ___ 4. MHC Income Calculation Worksheet
- ___ 5. Federal Tax returns Previous 3Yr.'s for ALL applicable household members with original signatures on Ea. Years returns (Not applicable for Target Counties)
- ___ 6. Original Borrower's Affidavit Part I (MRB 003)
- ___ 7. Copy of Appraisal (URAR or Conditional CRV)
- ___ 8. Notification of Change Form (MRB 011, *if applicable*)
- ___ 9. Attorney Information Form (MRB 010) and Completed Air Bill (*if applicable*)
- ___ 10. Exception Documentation (*if applicable*)
- ___ 11. Copy of Buydown Agreement (*if applicable*)
- ___ 12. 203(k) Maximum Mortgage Worksheet (*if applicable*)
- ___ 13. Copy of Preliminary HUD-1 (*HAT Only*)

CONDITIONS: _____

MHC requires three (3) business days for the compliance review. Once MHC has reviewed the file a Conditional Commitment approval or list of conditions will be faxed to the lender contact.

PURCHASE CERTIFICATION PACKAGE
LAST DAY TO SUBMIT A PURCHASE CERT. PACKAGE WILL BE
FINAL DAY PURCHASE CERTIFICATIONS WILL BE ISSUED WILL BE

- ___ 1. Mortgage Revenue Bond Checklist (MRB 002)
- ___ 2. Original Lender's Closing Certificate (MRB 006)
- ___ 3. Original Borrower's Affidavit Part II (MRB 007)
- ___ 4. Original Affidavit of Seller (MRB 004) N/A on HUD Repo.
- ___ 5. Copy of Executed HUD-1
- ___ 6. Copy of Executed Note (*HAT//HOYO Only*)
- ___ 7. Copy of Executed Deed of Trust (*HAT/HOYO Only*)

CONDITIONS: _____

FINAL DAY LOAN CAN BE SOLD TO THE SERVICER WILL BE
THE FINAL DAY TO NOTIFY TRUSTEE OF DELIVERY (MRB 012)
THE FINAL DAY TO DELIVER GNMA/FNMA SECURITY WILL BE

Once MHC has reviewed the closing documents a Purchase Certification or list of conditions will be issued. If the PC is issued, the mortgage loan must be pooled to back a Ginnie Mae, Fannie Mae Mortgage Backed Security or Freddie Mac Certificate.

FINAL DAY TRUSTEE MAY PURCHASE SECURITY WILL BE