

HAT PROGRAM CHECKLIST

Reservation Number

Borrower

Co-Borrower

RESERVATION PACKAGE : *Due three- (3) days from reservation.*

- ____ 1. **Reservation Form (HAT 001)**
- ____ 2. **HAT Checklist (HAT 002)**
- ____ 3. **Copy of Executed Sales Contract**
- ____ 4. **Copy of Executed Loan Application**
- ____ 5. **Copy of Employment Contract**
- ____ 6. **Notification of Change Form (HAT 005, if applicable)**

CONDITIONS: _____

COMPLIANCE PACKAGE : *New/Existing due forty-five- (45) days or for loans under*

Construction one hundred twenty- (120) days from reservation.

- ____ 1. **HAT Checklist (HAT 002)**
- ____ 2. **Original HAT Application (HAT 003)**
- ____ 3. **Copy of FannieMae 1008**
- ____ 4. **Copy of Good Faith Estimate**
- ____ 5. **Attorney Information Form (HAT 004) and Completed Air Bill (if applicable)**
- ____ 6. **Verification of Employment (VOE)**
- ____ 7. **Verification of Deposit (VOD) or Most Current Bank Statement**
- ____ 8. **Appraisal (URAR)**
- ____ 9. **Original Executed MS Employer-Assisted Housing Teacher Program Loan Agreement**
- ____ 10. **Preliminary HUD-1**
- ____ 11. **Notification of Change Form (HAT 005, if applicable)**

CONDITIONS: _____

POST CLOSING PACKAGE : *Due thirty- (30) days from closing.*

- ____ 1. **HAT Checklist (HAT 002)**
- ____ 2. **Copy of Executed First Mortgage Note**
- ____ 3. **Copy of Executed First Mortgage Deed of Trust**
- ____ 4. **Copy of Final Executed HUD-1**

CONDITIONS: _____

ALL CLOSING DOCUMENTS MUST BE RECEIVED WITHIN 30 DAYS OF CLOSING OR THE LENDER WILL BE CHARGED A PENALTY OF \$50.00 EVERY THIRTY- (30) DAYS AND/OR SUSPENDED FROM MHC PROGRAMS.