

MISSISSIPPI HOME CORPORATION  
HOME LOAN PLUS  
(USDA 502 Direct ONLY) PROGRAM CHECKLIST

HOME LOAN PLUS Reservation Number: \_\_\_\_\_

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Co-Borrower

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

- \_\_\_ 1. HLP Reservation Form (HLP 001)
- \_\_\_ 2. HLP Checklist (HLP 002)
- \_\_\_ 3. Copy of Executed Sales Contract
- \_\_\_ 4. Copy of Executed Loan Application
- \_\_\_ 5. Original Executed HOME LOAN PLUS Grant Recipient/Homebuyer Agreement (Signed by Homebuyer(s) and USDA Representative). MHC signs as Grant Recipient after document is received by MHC.
- \_\_\_ 6. Copy of Good Faith Estimate
- \_\_\_ 7. MRB/MCC/HAT Forms, if applicable

**COMPLIANCE PACKAGE:** *Due within forty five (45) days from reservation date*

- \_\_\_ 1. HLP Checklist (HLP 002)
- \_\_\_ 2. Copy of Home Buyer's Education Counseling Certificate
- \_\_\_ 3. USDA Eligibility Summary
- \_\_\_ 4. Copy of Rural Development Commitment
- \_\_\_ 5. Original MDA Appendix B executed by originating USDA representative
- \_\_\_ 6. Copy of Social Security card(s) or Copy of Alien Registration card(s)
- \_\_\_ 7. Copy of Driver's license(s), State I.D. or Birth Certificate(s)
- \_\_\_ 8. Most recent two (2) months bank statements on all bank accounts (including IRA's, Stocks, etc.). If assets exceed \$5,000 – copy of previous 6 mos. Bank statements are required.
- \_\_\_ 9. Verification of Employment(s) and most recent pay stub(s). If Self-employed two most recent complete Federal Tax returns & MDA Verification of Income from Business form and it must be originally signed by both a CPE and the tax payer(s).
- \_\_\_ 10. Copy of most recent complete Federal Tax Return Form 1040 Tax Return for ALL household members
- \_\_\_ 11. Copy of the complete Appraisal (URAR) and must clearly state the property meet's HUD Minimum Property Standards or Construction Appraisal, depending upon loan status
- \_\_\_ 12. Wiring Instructions & Attorney Information Form (HLP 003)
- \_\_\_ 13. Copy of Preliminary HUD-1
- \_\_\_ 14. Historical Review Approval Letter (MHC to Order)
- \_\_\_ 15. Copy of Certificate of Occupancy (new construction)
- \_\_\_ 16. Copy of Certified Home Inspection Report. If under Construction, not applicable
- \_\_\_ 17. Original signed Property Inspection Clearance Letter. If under Construction, not applicable.
- \_\_\_ 18. Copy of Lead Based Paint Inspection, if applicable for homes built prior to 1978. Not applicable for loans under construction.
- \_\_\_ 19. Original signed MDA Certified Lead-Based Paint Clearance Form, if applicable. Not applicable for loans under construction.
- \_\_\_ 20. Copy of Final Home Inspection Report, if repairs were required. Not applicable for loans under construction.
- \_\_\_ 21. Miscellaneous Documents
- \_\_\_ 22. Notification of Change Form (HLP 004, if applicable)
- \_\_\_ 23. MRB/MCC/HAT Forms, if applicable

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

- \_\_\_ 1. HLP Checklist (HLP 002)
- \_\_\_ 2. Copy of the Executed Note
- \_\_\_ 3. Copy of the Recorded Deed of Trust
- \_\_\_ 4. Copy of Final Executed HUD-1
- \_\_\_ 5. Copy of Recorded Warranty Deed w/Deed Restriction
- \_\_\_ 6. Copy of Homeowners Insurance Declarations Page
- \_\_\_ 7. Copy of Title Policy
- \_\_\_ 8. Copy of Occupancy Statement
- \_\_\_ 9. USDA Assurance of Completion (if applicable)
- \_\_\_ 10. Copy of Final Inspection after construction is completed.
- \_\_\_ 11. Original signed Property Clearance Letter.
- \_\_\_ 12. MRB/MCC/HAT Forms, if applicable

ALL CLOSING DOCUMENTS MUST BE RECEIVED WITHIN 30 DAYS OF CLOSING OR THE LENDER WILL BE PLACED UNDER TEMPORARY SUSPENSION UNTIL ALL OUTSTANDING DOCUMENTS ARE RECEIVED.