

MISSISSIPPI HOME CORPORATION
HOME LOAN PLUS
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 (1003 or Non-conforming loan application, whichever is applicable)
- ___ 5. Original Executed HOME LOAN PLUS Grant Recipient/Homebuyer Agreement (Signed by Homebuyer(s) and Originating Lender)
- ___ 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 for each borrower
- ___ 3. FHA Transmittal, Fannie Mae 1008 or VA Loan Analysis or USDA Eligibility Summary (dependent upon loan type)
- ___ 4. Original signed Lender/Broker Statement of Loan Approval on Company Letterhead or Habitat for Humanity Affiliate or copy of USDA/Rural Development Commitment Letter (dependent upon loan type)
- ___ 5. Original MDA Appendix B executed by originating Lender/Broker
- ___ 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 the preparer and tax payer(s).
- ___ 10. Copy of most recent complete signed Federal Tax Return Form 1040 Tax Return for ALL household members
- ___ 11. Copy of the complete Appraisal (URAR). Must clearly state the property meet's HUD Minimum Property Standards
- ___ 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
- ___ 16. Copy of Certified Home Inspection Report
- ___ 17. Original signed Property Inspection Clearance Letter
- ___ 18. Copy of Lead Based Paint Inspection, if applicable for homes built prior to 1978
- ___ 19. Original signed MDA Certified Lead-Based Paint Clearance Form, if applicable
- ___ 20. Copy of Final Home Inspection Report, if repairs were required
- ___ 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. Mortgagees Assurance of Completion (if applicable)
- ___ 10. 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 FROM ALL MHC PROGRAM'S UNTIL ALL OUTSTANDING DOCUMENTS ARE RECEIVED.