

MRB with Down Payment Assistance

PROGRAM CHECKLIST

GOZone Bond Rate: 3.97%

P & I Factors Respectively: 4.74688607 – 10.08157413

11A-9

Borrower _____

MRB Reservation Number _____

RESERVATION PACKAGE

RESERVATIONS ACCEPTED FROM AUGUST 5, 2012 TO JANUARY 23, 2012

- ____ 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 MRB Assistance and Fee Disclosure (MRB/DISC, Excludes HAT/HOYO)
- ____ 8. Copy of Homebuyer Education Certificate
- ____ 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

FINAL DAY TO SUBMIT A COMPLIANCE PACKAGE WILL BE FEBRUARY 2, 2012

FINAL DAY TO CLOSE LOANS WILL BE FEBRUARY 13, 2012

- ____ 1. Mortgage Revenue Bond Checklist (MRB 002)
- ____ 2. FHA Transmittal Summary or VA Loan Analysis or Fannie Mae 1008 (Dependent upon loan type)
- ____ 3. Verification of Employment (s) and pay stub (s) (All Applicable Household Members)
- ____ 4. MHC Income Calculation Worksheet
- ____ 5. Original Borrowers Affidavit Part I (MRB 003)
- ____ 6. Copy of Appraisal (URAR or Conditional CRV)
- ____ 7. Notification of Change Form (MRB 011, *if applicable*)
- ____ 8. Attorney Information Form (MRB 010) and Completed Air Bill (*if applicable*)
- ____ 9. Exception Documentation (*if applicable*)
- ____ 10. Copy of FHA Buydown Agreement (*if applicable*)
- ____ 11. 203(k) Maximum Mortgage Worksheet (*if applicable*)
- ____ 12. Copy of 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

FINAL DAY TO SUBMIT A PURCHASE CERTIFICATION PACKAGE WILL BE FEBRUARY 21, 2012

FINAL DAY PURCHASE CERTIFICATIONS WILL BE ISSUED WILL BE FEBRUARY 28, 2012

- ____ 1. Mortgage Revenue Bond Checklist (MRB 002)
- ____ 2. Original Lenders Closing Certificate (MRB 006)
- ____ 3. Original Borrowers 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
- ____ 7. Copy of Executed Deed of Trust
- ____ 8. Original DPA Note
- ____ 9. Original Recorded DPA Deed of Trust & Rider
- ____ 10. Original DPA Truth-in-Lending
- ____ 11. Original DPA Disclosure
- ____ 12. Copy of Home Owner's Insurance Declaration Page

CONDITIONS: _____

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

FINAL DAY LOAN CAN BE SOLD TO THE SERVICER WILL BE MARCH 5, 2012

FINAL DAY TO NOTIFY TRUSTEE OF DELIVERY (MRB 012) MARCH 15, 2012

FINAL DAY TRUSTEE TO PURCHASE SECURITY WILL ALSO BE MARCH 27, 2012