

PENNVEST CLOSED LOAN SUBMISSION CHECKLIST

BORROWERS: _____

SETTLEMENT DATE: _____

ATTACH THE FOLLOWING DOCUMENTS WITH A BINDER CLIP AND SEND TO ATTENTION OF HOMEOWNERSHIP DIVISION/PENNVEST LOANS.

DOCUMENTS ARE TO BE SENT WITHIN 5 CALENDAR DAYS OF RESCISSION PERIOD.

_____ VERBAL VOE UP TO 14 DAYS PRIOR TO CLOSING

_____ ORIGINAL NOTE

_____ ESCROW AGREEMENT

_____ COPY OF CERTIFIED TRUE AND CORRECT MORTGAGE SENT FOR RECORDING

_____ SIGNED/DATED PHFA RIGHT OF RESCISSION NOTICE

_____ IF THE CREDIT APPROVAL WAS ISSUED 120 DAYS OR MORE PRIOR TO THE PROPOSED CLOSING DATE, PARTICIPANT TO PROVIDE A NEW TITLE LIEN SEARCH AND SOFT PULL CREDIT REPORT TO PHFA FOR REVIEW.

_____ ANY OTHER CONDITIONS NEEDED TO CLEAR THE FILE FOR FINAL APPROVAL