

CREDIT/PRE-COMPLIANCE SUBMISSION TRANSMITTAL SUMMARY FOR:

PHFA SERIES _____ - _____
SUBISSUE ISSUE

PURCHASE _____ PURCHASE & IMPROVEMENT _____

“PHIF” SUBMISSION _____ “REAL” LOAN _____

CONVENTIONAL FHA VA RHS RHS-BUYDOWN (Circle type of financing)

This loan is <u>NOT</u> to be scheduled for closing until approved by the Agency		DATE MAILED: _____
LENDER TO COMPLETE ALL BLANKS IN THIS SECTION (PRINT LEGIBLY OR TYPE)	Last Name, First Name, M.I. / SS# of Borrower(s)	Lender Information
	_____	Name of Lender: _____
	_____	Branch Location: _____
	_____	Contact: _____
_____	Tel. #: (_____) _____	LTV Ratio _____ % * * If conventional and this ratio is greater than 80%, Name of PMI Co. & Cert. # _____ Underwriting Ratios _____% / _____% Credit Score: _____/_____
Subject Property located in _____ County		Loan Amount: \$ _____

Submit this PHFA transmittal summary on top of the ORIGINAL or LEGIBLE copies of the following items, in the order listed below, top to bottom, fastened at the TOP left corner by a BINDER CLIP (do NOT place in a file folder) and submit to the attention of the Homeownership Programs Division/Originations OR, if Pennsylvania Housing Insurance Fund credit enhancement is required, submit to PHIF.

by **OVERNIGHT**
PHFA
mail to: Homeownership Division
211 N. Front Street
Harrisburg, PA. 17101

OR

by **REGULAR**
PHFA
mail to: Homeownership Division
P.O. Box 8029
Harrisburg, PA 17105-8029

Lender to “✓”Line if appropriate

Items marked with a “P” are required for “Purchase” Loans and items marked with an “R” are required for “Refinance” Loans

___ Modification funds Request (Form 62) with complete contract, plans and Specs.

***Preliminary package (Form 1) submitted & approved (check one) ___ Yes ___ No. If “Yes”, provide copy of PHFA’s written approval ***

A. CREDIT

- ___ 1. Automated Underwriting Findings Report (P,R)
- ___ 2. Proof of loan insurance/guarantee (P,R):
 - ___ a. Private Mortgage Insurance Certificate: Conventional
 - ___ b. Signed Mortgage Credit Analysis Work sheet (HUD 92900-WS) or Firm Commitment: FHA
 - ___ c. Signed Loan Analysis (VA 26-6393):VA
 - ___ d. Signed Conditional Commitment: RHS
- ___ 3. FNMA Transmittal Summary (FNMA Form 1008 11/92): Conventional and RHS (P,R)
- ___ 4. Buydown Agreement: RHS (P)
- ___ 4a. Uniform Residential Loan Application (FNMA Form 1003 10/92) (P,R)
- ___ 4b. HUD/VA Addendum to the Uniform Residential Loan Application: FHA/VA (P,R)
- ___ 5. Veteran’s Certificate of Eligibility (VA 26-1870, 26-8320 or 26-8320-1): VA (P,R)
- ___ 6. Verification of VA Benefit-Related Indebtedness (VA 26-8937): VA (if applicable) (P,R)
- ___ 7. Residential Mortgage Credit Report with Credit Score or 3 merged reports with Credit Score (P,R)
- ___ 8. Verification of Deposit or 3 months current bank statements (P)
- ___ 8a. Piggyback loans (80/10/10/, 80/15/5-circle one)
Copy of Commitment letter for the second mortgage per PHFA guidelines (if applicable) (P)
- ___ 9. Gift Affidavit (if applicable) (P,R)
- ___ 10. Verification of Employment (Full VOE using the FNMA form OR a verbal VOE with a current pay stubs showing year-to-date earnings and 2 years’ of W2’s) (P,R)
- ___ 11. Divorce Decree/Agreement of Child Support/ Spousal Support (if applicable) (P,R)
- ___ 12. Co-Signer Documentation (P)
 - ___ a. Uniform Residential Loan Application
 - ___ b. Residential Mortgage Credit Report
 - ___ c. Verification of Employment
- ___ 13. Executed Agreement of Sale/Construction Contract (P)

- ___ 13a. FHA/VA Amendatory Language of Agreement of Sale (FHA/VA) (P)
- ___ 13b. Deed, Settlement Sheet or Agreement of Sale for Land (P)
- ___ 13c. Copy of Purchase & Improvement/Access Modification Program Acknowledgement (Form 48) (P)
- ___ 13d. Deed (R)
- ___ 13e. Copy of a “Detailed Payoff Statement” (R)
- ___ 13f. Copy of the first page of homeowners current Note (R)
- ___ 14. Applicable Appraisal Report (FNMA form 1004, 1004B or 1073): -SENT ELECTRONICALLY (P,R)
 - ___ a. Conditional Commitment/Statement of Appraised Value (HUD 92800.5B)
 - ___ b. Certificate of Reasonable Value (VA 26-1843) or Notification of Reasonable Value
 - ___ c. Endorsement to CRV (VA 266363):VA
 - ___ d. Housing Quality Standards Questionnaire: HOMEstead (HS-Apdx 5)
 - ___ e. Evidence of DCA Insignia
- ___ 15. Life of Loan Flood Determination (P,R)
- ___ 16. Good Faith Estimate of Settlement Costs (P,R)

B. PRE-COMPLIANCE

- ___ 1. Mortgagor’s Affidavit: (form 3) (P)
 - ___ a. FHA Addendum: FHA (form 3a)
 - ___ b. VA Addendum: VA (form 3b)
- ___ 2. Seller’s Affidavit (if available at underwriting, (form 3, addendum d, page 6) (P)
- ___ 3. Addendum E – Tax Credit Advance Loan Program (P)
- ___ 4. Needs Assessment Form: KP (f-56) (P)
- ___ 5. Needs Assessment Form: Access DP/CCA (f-61) (P)
- ___ 6. Verification of Counseling (Certificate needed for borrowers with credit scores below 660) (P,R)
- ___ 7. Notice to Sellers: HOMEstead (HS-Apdx 7) (P)

(HS-Apdx= HOMEstead guidelines Appendix reference)

(f = Sellers Guide Form reference) (KP=Keystone PLUS program)

KEYSTONE GOVERNMENT LOANS (KGov)– Items 1 & 2 of Section B not needed