

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 NOT 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. # _____
_____	Fax #: (_____) _____	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