

REFINANCE PRE-CLOSING PACKAGE CHECKLIST AND COVER SHEET

Directions: This Checklist is to be submitted on top of the Pre-Closing Package. It is important that the documents are scanned in the order of this document when uploaded into VirPack. Upload as Document Type "Pre-Closing Package", Upload the Appraisal, then select "Process" to submit the files to VirPack.

HOMEOWNERSHIP PROGRAMS DIVISION			
PRIMARY BORROWER'S NAME		CO-BORROWERS NAME	
REFINANCE LOAN			
CONVENTIONAL		FHA	VA (Select Financing)
LENDER NAME: _____		CONTACT NAME: _____	
Telephone: _____		Email Address: _____	
A. PRE-CLOSING DOCUMENTS (place a check in the column as it applies)			
	1. Preliminary Package (Form 1) submitted YES - Provide copy of PHFA approval NO		18. Verification of Employment a. Verification of Employment (FULL VOE or verbal w/ current pay stubs showing YTD earnings and 2 yrs of W2's) (Conv) b. Telephone verification of employment (verbal) Borrower currently employed (FHA, VA)
	2. Automated Underwriting Findings Report (Conv)		
	3. Proof of loan insurance/guarantee a. Signed FHA Loan Underwriting and Transmittal Summary (HUD 92900-LT): FHA b. Provide Mortgage Insurance Certificate c. Signed Loan Summary (VA Form 26-0286) (VA)		19. Self-Employed Borrowers Fannie Mae Form 1084 - Cash Flow Analysis - HFA Program (if applicable)
	4. FNMA Transmittal Summary (FNMA Form 1008 11/92): Conv		20. Completed and signed IRS Form 4506T from application (provide copies of 2 years of transcripts if available) (Conv)
	5. Signed & Dated initial Uniform Residential Loan Application (FNMA Form 1003 10/92) and HUD/VA Addendum(s) if applicable		21. Divorce Decree/Agreement of Child Support/Spousal Support (if applicable)
	6. Verification the LDP and GSA lists have been searched for all required parties: FHA		22. Deed
	7. Residential Mortgage Credit Report a. Residential Mortgage Credit Report w/ Credit Score or 3 merged reports with Credit Score (Conv) b. Residential Mortgage Credit Report w/ Scores for Credit Qualifying FHA Refinances/HMPL Streamline (only)		23. Lien Search (FHA, VA)
	8. Provide copy of the Credit Score Information Disclosure (Conv)		24. Condominium Approval documentation (Conv) - Select & Provide applicable documentation from list a. Copy of lenders unexpired CPM Certification b. Copy of Fannie Mae approved projected list from their website for PERS review c. Copy of signed warranty statement for lender full reviews
	9. Certificate of Eligibility (VA Form 26-8320 or 26-8320a) (VA)		25. Applicable Appraisal Report (FNMA Form 1004 or 1073): NOTE: Original electronic Appraisal (only) to be a separate upload into VirPack a. UCDP Submission Summary Report (Conv)
	10. Signed statement by veteran acknowledging effect of refinancing (VA)		26. Life of Loan Flood Determination a. Copy of flood declaration page (for properties currently designated in a SFHA) b. Copy of FEMA Elevation Certificate with photographs (if newly designated in a SFHA) c. Copy of application of flood insurance, along with quote of a full NFIP premium rate (if newly designated in a SFHA)
	11. IRRRL Worksheet (VA Form 26-8923) (VA)		27. Refinance Authorization Results Screen print from FHA Connection Showing the original Appraised Value and Endorsement date (FHA)
	12. Verification of VA Benefits (VA Form 26-8937) if applicable (VA)		28. Copy of VA IRRRL Case Assignment with new VA Loan # and original appraised value (VA)
	13. Federal Collection Policy Notice (VA Form 26-0503) (VA)		29. Copy of Loan Estimate a. Copy of any revisions w/change of circumstance letter, if applicable b. Copy of the list of service providers shopped for, if applicable
	14. Payoff Statement/Pay History a. Borrowers "Detailed Payoff Statement" for Current Mortgage b. Credit Supplement verifying Current Mortgage payment for at least the past 12 months (FHA, VA)		30. Provide copy of "Intent to Proceed"
	15. Verification of Deposit or a. 2 full months of current bank statements (Conv) b. Current month when funds needed to close (FHA, VA)		31. Copy of the list of HUD approved Homeownership Counseling Organizations (per RESPA) provided to borrower.
	16. Gift Affidavit (if applicable)		
	17. Copy of Fannie Mae Community Seconds Checklist if applicable (Conv) PHFA Form 5 - Affordable Housing Assistance Program Checklist if app. (all loan types with subordinate seconds except PHFA seconds)		
B. PHFA DOCUMENTS (As required by Program)			
			1. Borrowers Signature Authorization to Release Information Section 8 Housing Homeownership Assistance Program