



**Homeownership Programs Division
PURCHASE SUBMISSION CHECKLIST**

	Lender Loan #	PHFA Loan #	
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LENDER FILE CONTACT

PHONE # AND EMAIL

The Purchase Submission Package is due prior to the lock expiration date. It must be purchased within 7 days of the expiration date. Late fees will apply if deadline is not met.

DIRECTIONS:

The Lender is responsible to accurately complete each line on this Purchase Submission Checklist, upload and submit a legible purchase submission package as indicated on [Appendix E](#). Place an “X” next to each item included with this Purchase Submission package or indicate “N/A” if not applicable. In the doc type column place a (C) copy, (CC) lender certified copy or (P) previously submitted next to each item applicable to this purchase submission in the order listed on this checklist. For the items indicating that we need the original (O) please mail them to the address listed below. All Forms and Appendices required on this checklist can be located in the PHFA Sellers Guide at www.phfa.org/hop/lenders/.

Electronic Submission Timeline:

Purchase Submission packages submitted **on or before 12 noon** will be reviewed the **current business day** & if the file is complete and accurate it will be funded within 4 business days.

Purchase Submission packages submitted **after 12 noon** will be documented as received the **next business day**. The review process will not begin until the next business day. These timelines can be longer during periods of high volume.

Please note: A “COMPLETE” Purchase Submission package is submitted to PHFA after the following steps are successfully uploaded and submitted:

- 1) **Pre Closing Approval Notification and the items to clear the Conditions (Reviewed at Purchase)**
- 2) **Purchase Package (Form 58 & required documents)**
- 3) **File Submission – Submit Purchase File to PHFA (Form 58 & required documents)**

If you are having trouble uploading the package due to the size, please note that the purchase package can be treated as 4 separate uploads. Page 1 with items 1 & 2 listed below, Page 2 with the items listed on that page and so on.

The required Original documents must be mailed to PHFA in a file folder using the following address:

PHFA, - Homeownership Programs – Attn: Purchasing Unit
211 North Front Street
Harrisburg, PA 17101

Timing the upload with the date the original items are received by PHFA will help to expedite the purchase process.

PRE-CLOSING APPROVAL CONDITIONS (Reviewed with Purchase documents)		
Upload separately but at the same time as the Purchase Package (Form 58, pages 2 thru 4)		
Illegible, incomplete, incorrect or missing items may cause the file to be ineligible for purchase		
Required Documents:		
PHFA	Lender 'X' or N/A	Pre-Closing Approval Conditions (Reviewed at Purchase)
		1) A current copy of the Pipeline Loan Details Report (Approval date must be indicated) Or a copy of the Pre-Closing Approval Notification
		2) Documents required to clear ALL the conditions listed on #1 above

*Any **Miscellaneous Documents** necessary to complete the file but not requested by PHFA may be uploaded. [Instructions](#) for uploading **Miscellaneous Documents**:

Option 1: Miscellaneous Documents can be uploaded after the last required item on Form 58, page 4 place a coversheet labeled “MISC DOCS” in front of any miscellaneous documents being submitted.

Option 2: Miscellaneous Documents can be uploaded to a separate **Purchase Package (Form 58 & required documents)** document type with “MISC” indicated in the comment section.

Purchase Package (Form 58 & required documents)

PURCHASE DOCUMENT CHECKLIST

IMPORTANT INFO: If any of the following items are illegible, incomplete, incorrect or missing from the upload -DO NOT submit the file to the Agency. If an incomplete file is submitted the file will be ineligible for purchase & late fees may accrue. Legend key for columns below:

Program Type: **H** = Home Purchase (Keystone Home Loan with or w/o Assistance.) **G** = Keystone Gov/HFA Preferred Risk Sharing Purchase/HFA Preferred **R**=HFA Preferred Risk Sharing Refinance

PHFA	Lender 'X' or N/A	Program Type	MCC Docs	PURCHASE DOCUMENTS
				Directions: Place Page 2 of the Checklist on top of the copies of the following items, in the order listed below.
		H/G/R		1) Purchase Submission Checklist (Form 58, pg.2)
		H/G		2) An <u>Escrow Agreement</u> regardless of whether PHFA or the Lender is holding escrowed funds. Note: If PHFA is holding the escrow our Form 65 must be completed & indicate that PHFA is holding the funds.
		H/G		3) <u>Access Home Modifications & Purchase Improvement Loans</u> Form 49 ___ a) Access Home Modification Loan if PHFA will be holding the escrow & Lender is seeking reimbursement for an Initial payment made to the contractor at the Loan Closing. ___ b) Purchase Improvement Loan PHFA will hold the escrow funds. They will be deducted from the purchase funds.
		H/G/R		4) Final signed and dated Loan Application (1003) & all applicable pages of the HUD Addendum 92900-A.
		H/G/R		5) Any & all revised Loan Estimates with change of circumstance documentation for the 1st Mortgage & Advantage Loans.
		H/G/R		6) Closing Disclosure for First Mortgage and Advantage Loans. Provide the time compliant and final copy.
		H	Yes	7) Mortgagor's Affidavit Reaffirmation page signed and dated as of loan closing (Form 3, Page 5).
		H	Yes	8) Affidavit of Seller (Form 3, page 6), completed, signed and dated.
		H	Yes	9) Recapture Tax Notice (Form 4). Include both pages of the form. Please be sure to use the most current income chart (Page2). Page 1 must be signed and dated by the borrower(s) and the maximum recapture figure must be listed in Section B.
		H/G/R		10) Provide a copy of all applicable Closing Instructions letters that were used in this transaction
		H/G/R		11) Evidence of Borrower's Identification Verification per "USA Patriot Act"
		H/G/R		12) VA Loans ___ a) VA Loan Quality Certification, if applicable, signed by the Lender. ___ b) VA Report & Certification of Loan Disbursement (Form 26-1820).
		H/G		13) FHA 203K Loans – Rehab Loan Agreement.
		H/G		14) FHA 203K Loans – After the work has been completed, a close out package is required. This package includes the mortgagor's letter of completion, screen shot of the FHA connection close out, final comp. inspection for full 203K, final release & contingency release, title policy endorsement, & completed draw request forms.
				PHFA SUBORDINATE DOCUMENTS
		H/G/R		16) PHFA <u>Second Lien</u> Subordinate Mortgage Note (Forms 54 ADV (Advantage) or 54 (HOMEstead) loans . The Advantage loan must be in second lien position. * Mail Original to PHFA.
		H		17) Disclosures for PHFA HOMEstead & Access Modification Loans.
		H/G/R		18) PHFA Second Lien Subordinate Mortgage Form 55ADV (Advantage) or 55 (HOMEstead) with evidence document was sent for recording.
		H		19) PHFA <u>Third Lien</u> Subordinate Mortgage Note (Form 54). *Mail Original to PHFA.
		H		20) PHFA Third Lien Subordinate Mtg. with evidence document was sent for recording (Form 55). The Advantage Mortgage cannot be in 3 rd lien position.

If a notice is posted to the PHFA Pipeline Plus regarding missing items from this page, please note the item (s) must be uploaded as purchase conditions: **Documents >> Upload**; Document Type: **Purchase Conditions**

Purchase Package (Form 58 & required documents)

FIRST MORTGAGE DOCUMENT CHECKLIST

Instructions: . The following items must be present for ALL Program Types: Items are: 2,3,4,5,6,7, 9 & 10

O = ORIGINAL C = COPY CC = LENDER CERTIFIED COPY

PHFA	Lender 'X' or N/A	FIRST MORTGAGE DOCUMENTS	
Directions: Place Page 3 of the Checklist on top of the copies of the following items, in the order listed below.			
		O*	1) First Mortgage Note with a signed endorsement to the Pennsylvania Housing Finance Agency *Mail Original to PHFA in file folder & upload a copy. (a) Loan Amount and P & I Payment are correct; (b) The Interest Rate is the PHFA reserved rate disclosed on the Approval Notification; (c) First Payment Date: 1st day of the 2nd month following the date of closing, funding or construction conversion. For loans closed/funded by the 5th calendar day of the month, the first payment date could be the first day of the month following closing if the loan closed with an interest credit or short interest. (d) Maturity Date: One month preceding the 1st payment date plus 30 years; (e) Late Charges: (15 days after due date) 4% FHA, VA and RD Guaranteed; 5% Conventional; (f) All First Mortgage Notes submitted for purchase must have the following Legible Endorsement: "Pay without recourse to the Pennsylvania Housing Finance Agency". Endorsement to be signed by an authorized officer of the lender. Lender's name should appear with the signature of the authorized signer. The typed Officer's name & title needs to appear with the signature. (g) If applicable, Legible Endorsement from an authorized affiliated entity to the participating lender submitting the loan for purchase. (h) NMLS Information must be present
___(a)	___(a)		
___(b)	___(b)		
___(c)	___(c)		
___(d)	___(d)		
___(e)	___(e)		
___(f)	___(f)		
___(g)	___(g)		
		O*	2) Co signer certification (Form 21), if applicable. * Mail Original to PHFA.
		O*	3) Addendum to Note/Construction Loan (Form 19), if applicable. *Mail Original to PHFA.
		CC	4) Mortgage Instrument with the following attachments and signed evidence document was sent for recordation (See item # 6 below for the acceptable forms of evidence of recording). If the mortgage references additional attachments, all items must be included. (a) Legal Description must be present. (b) Condo/PUD/Manufactured Home Affixation Riders (c) NMLS Information must be present
___(a)	___(a)		
___(b)	___(b)		
		C	5) Mortgage Modification Agreement (Form 40). Before using a modification please check with PHFA to determine that is the best option to make the correction.
		CC	6) Assignment of First Mortgage to Pennsylvania Housing Finance Agency (Form 20) with evidence the document was sent for recording such as: (a) Individual receipt from recorder of deeds for the document that was submitted for recording OR (b) The following signed statement typed on a copy of the document: "I hereby certify that this is a true and correct copy of the original which was submitted for recordation". By: _____ Date: _____ Name of Title Insurance Company Agency or Lender Authorized Officer
___(a)	___(a)		
___(b)	___(b)		
		CC	7) If applicable , an Assignment of Mortgage from an authorized affiliated entity to the participating lender submitting loan for purchase, with evidence document was sent for recording as referenced above in #6.
		CC	8) Subordination Agreement – certified true copy of the doc, sent for recording.
		O	9) Original notarized Name Affidavit must accompany the Note. If there is an additional person (s) on the mortgage, we need an original notarized name affidavit for that person as well. Copies need to be uploaded into the electronic system.
		O*	10) Instant Title Policy with all required addendums & endorsements. The Title Policy must contain an authorized agent's countersignature. If the original form is not available refer to Chapter 12 of the Seller's Guide for acceptable alternatives. *Mail Original to PHFA & upload a copy.
		C	11) Executed Deed that was sent for recording. This is required for all loans types except for Refinance Loans.
		CC	12) Other County Programs Subordinate Mortgage if approved to was use with this loan transaction in conjunction to PHFA's Advantage Loan. This document confirms valid lien order.
		C	13) Survey, if common and typical to area. (This is not a PHFA requirement).
		C	14) Power-Of Attorney, if applicable.

IMPORTANT NOTICE: THE FINAL DOCUMENTS, APPROPRIATE GOVERNMENT INSURING CERTIFICATE & ALL MISCELLANEOUS ITEMS THAT WERE REQUIRED BY PHFA MUST BE SUBMITTED TIMELY TO RECEIVE THE FULL SRP. PLEASE CLICK ON THE LINK FOR SPR SCHEDULE <http://www.phfa.org/forms/sellersguide/sellersguide.pdf>. WE PREFER THE ORIGINALS BUT WE ALSO ACCEPT LEGIBLE COPIES OF THE RECORDED DOCUMENTS.

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|--|---------------------------------------|
| 1. RECORDED FIRST MORTGAGE AND ASSIGNMENT(S) | 5. FHA MORTGAGE INSURANCE CERTIFICATE |
| 2. RECORDED PHFA SUBORDINATE MORTGAGE(S) | 6. VA LOAN GUARANTY CERTIFICATE |
| 3. RECORDED MORTGAGE MODIFICATION AGREEMENT | |
| 4. RECORDED SUBORDINATE MTG. OTHER THAN PHFA'S SUB. MTG. | 7. RD LOAN NOTE GUARANTY |

If a notice is posted to the PHFA Pipeline Plus regarding missing items from this page, please note the item (s) must be uploaded as Servicing conditions: **Documents >> Upload**; Document Type: **Servicing Conditions**

PURCHASE PACKAGE - SERVICE RELEASED CHECKLIST

LENDER TO COMPLETE ALL BLANKS IN THIS SECTION	Borrower's Name: _____	Lender: _____	Date Completed _____
	PHFA Loan # (on PHFA Approval) _____	Contact: _____	
		Tel. # _____	
		Email: _____	

DIRECTIONS: Place this Page 4 of the Checklist with the items in the order listed below. These items are uploaded with the Purchase Package with Form 58: **Documents >> Upload**; Document Type: **Purchasing Package (Form 58 & required documents)**. Any questions regarding these items please call Jane Cooney, Brenda Rudy or Karen Zapotosky at (717)780-3871

PHFA: X, N/A, OR MISSING	LENDER "X" OR N/A	<u>Servicing Release Documents</u>
		1) PLEASE NOTE: The Preliminary Loan Set Up Sheet must be completed by accessing it at https://lenders.phfa.org . The loan cannot be purchased if this information has not been completed and submitted. It is due within 7 calendar days after closing.
		2) If Real Estate tax must be paid, include tax bill and note that bill must be paid immediately.
		3) Automatic Withdrawal (ACH form) (Form # 67). (Document must be faxed to the Agency within 4 business days after closing). Optional.
		4) Guaranteed Rural Housing Form 3555-18E Conditional Commitment For Single Family Housing Loan Guarantee (4 pages) with proof servicing was transferred . If this is done electronically we will accept screen shots from the USDA website of the GLS lender loan closing confirmation & update on loan closing in place of the form.
		5) Tax Certification verifying payment of School, County and City/Twp or Boro taxes. Form 27 may be used if fully completed with all taxing authorities, tax amounts and discount dates listed and signed by the lender.
		6) Copy of Hello/Goodbye letter with the PHFA Privacy Disclosure (Form 28 – 3 pages) given to the mortgagor at closing with the complete payment information. If there is a PHFA Advantage loan a separate Hello/Good Bye notice is required.
		7) W-9 Form or other Social Security number certification for all borrowers.
		8) Initial (Aggregate) Escrow Account Statement Disclosure
		9) Homeowners Insurance declaration page showing the closing date as the effective date with a receipt of <u>payment in full</u> for the first year's premium (POC on the Closing Disclosure does not waive the receipt requirement) and/or copy of check. For PHFA to PHFA refis /only the dec. page is required.
		10) Letter to Insurance Co. (Form 42) advising of change of Servicer – This is required when PHFA is not listed on the declaration page. The correct address is PHFA, P.O. Box 15057, Harrisburg, PA 17105.
		11) If flood Ins is required – Provide proof of Flood Ins. with acquired by including a fully executed & dated application. A payment receipt for first year's premium is needed even if it is listed as a POC.
		12) Proof of Mine Subsidence Insurance, with receipt for first year's premium and/or copy of check, if applicable.
		13) Copy of Right of Rescission addressed to each owner for all Refinance Loans.
		14) Life of Loan Flood Certification (must list PHFA's name & address).
		15) For Condominium units, provide a copy of Certificate of Association's Insurance for Hazard and or, Flood, and a unit owner's HO-6 policy for replacement.
		16) Copy of clear MI Certificate, including an acknowledgement that the servicing was transferred to PHFA. The certificate must also include proof of payment as applicable per the MI Company.
		17) Provide the Initial PMI Cancellation Disclosure including the Amortization Schedule. (Required on Conventional loans with MI.)
		18) Authorization letter from borrower for PHFA to use the escrow funds to apply to the new loan. Required on PHFA to PHFA refinances per FHA in ML 2013-29.
		19) If applicable, non-liable co-occupant name _____ (This is needed when another person is living in the home but he /she is not on the note.) Social Security # _____
		20) Address of co-borrower not occupying property. (FHA/ K-Gov/HFA Preferred Risk Share & HFA Preferred) _____