



**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 reservation 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. You will find all Forms and Appendices required on this checklist in the PHFA Sellers Guide on the web.

Blitzdocs 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.

Please note: A “COMPLETED” Purchase Submission package is not submitted to PHFA until the following steps are completed:

- 1) Compliance Approval 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 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. If these items are missing the file will be ineligible for purchase and late fees may accrue.

COMPLIANCE APPROVAL CONDITIONS (Reviewed with Purchase documents)		
Upload separately but at the same time as the Purchase Package (Form 58, pages 1 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	Compliance 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 Compliance 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 to Blitzdocs. [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

PHF A	Lender 'X' or N/A	Program Type	MCC Docs	PURCHASE DOCUMENTS
				Directions: Place Page 1 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 Escrow Agreement 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) Access Home Modifications & Purchase Improvement Loans FORM 49 ___ a) For 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) For the Purchase Improvement Loan if PHFA will be holding the escrow and the Lender needs to remit to the Agency any or all of the improvement funds sent by PHFA to the Lender. [Lender would be remitting less than the full escrow if funds were disbursed as an Initial Payment to the contractor at the Loan Closing].
		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 GFEs or Loan Est. on applications 10/3/15 & later along with change of circumstance documentation for the 1st Mortgage & Advantage Loan.
		H/G/R		6) Final signed Truth-In-Lending Statements (TILs) or the Closing Disclosure on applications as of 10/3/15 or later . Requirements apply to 1 st Mortgage & Advantage Loans. Please note: the CD must be time compliant.
		H	Yes	7) Mortgagor's Affidavit Reaffirmation page signed and dated as of loan closing
		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. 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 the close out documents are required. This 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.
PHFA SUBORDINATE DOCUMENTS				
		H/G/R		15) 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 in file folder.
		H/G/R		16) HUD 1/Closing Disclosure on applications as of 10/3/15 or later for Advantage Loans (GFE & TIL/Loan Estimate as referenced in #5)
		H/G/R		17) PHFA Second Lien Subordinate Mortgage Form 55ADV (Advantage) or 55 (HOMEstead) with evidence document was sent for recording.
		H		18) PHFA <u>Third Lien</u> Subordinate Mortgage Note (Form 54). *Mail Original to PHFA in file folder.
		H		19) 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, & 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 in BlitzDocs. (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 above signature of officer. Officer name and title to appear with the signature. (g) If applicable, Legible Endorsement from an authorized affiliated entity to the participating lender submitting 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 7 a & b below for the acceptable forms of evidence of recording). If mortgage references additional attachments, all items must be included. (a) Legal description; (b) Condo or/PUD Rider. (c) NMLS Information is 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 (Form 20), assigning the mortgage to the Pennsylvania Housing Finance Agency 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 statement typed on a copy of the Assignment of Mortgage: "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.
		CC	8) Subordination Agreement – certified true copy of the doc, sent for recording (FHA streamline only)
		C	9) Name Affidavit required for all loan types.
		O*	10) Instant Title Policy with all required addendums & endorsements, the Short form variation is Encouraged. 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 in BlitzDocs.
		CC	11) Executed Deed that was sent for recording. Not required if HFA Preferred Refinance or HFA Preferred Risk Sharing Refinance
		CC	12) Subordinate Mortgage if an approved county program was used in this loan transaction in conjunction to PHFA's Advantage Loan.
		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 TO MAKE CHANGES OR CORRECTIONS 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 purchase conditions: **Documents >> Upload**; Document Type: **Purchase Conditions**

**Purchase Package (Form 58 & required documents)
SERVICE RELEASED PACKAGE CHECKLIST**

LOAN TYPE (PLEASE CIRCLE ONE): CONVENTIONAL FHA RD VA

LENDER TO COMPLETE <u>ALL</u> 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 Naomi Garcia (717) 780-4047 or Debbie Hammond (717)780-4011 in the Escrow Department of the Accounting & Loan Servicing Division.

PHFA: X, N/A, OR MISSING	LENDER "X" OR N/A	<i>Lender: LEGIBLE copies of the following IN THE FOLLOWING ORDER:</i>
		1) PLEASE NOTE: The Preliminary Loan Set Up Sheet (Form 26) was completed on line at https://lenders.phfa.org . A copy of the form is not needed. The loan can only be purchased after this information is completed. 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 3555-18 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/Thwp 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) HUD 1or Closing Disclosure if 10/3/15 or after & all applicable Addendums. On FHA purchase loans include the correct addendums.
		7) Copy of Hello/Goodbye letter with the PHFA Privacy Disclosure (Form 28 – 3 pages) given to mortgagor at closing or within 3 business days after closing with payment <u>breakdown</u> information completed. If there is also a PHFA Advantage loan a 2 nd Hello/Good Bye is needed.
		8) W-9 Form or other Social Security number certification for all borrowers.
		9) Initial (Aggregate) Escrow Account Statement Disclosure
		10) 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 HUD1/Closing Disclosure does not waive the receipt requirement) and/or copy of check. (On PHFA to PHFA refis /only the dec. page is required.)
		11) Copy of letter to Insurance Co.(Form 42) advising of change of Servicer – This is required when PHFA is not listed on the declaration page. Please note to use P.O. Box 15057, Harrisburg, PA 17105 as PHFA's address.
		12) Proof of Flood Ins., if applicable, with a signed & dated application by the borrower & agent. A payment receipt for first year's premium is needed if payment is listed as a POC.
		13) Proof of Mine Subsidence Insurance, with receipt for first year's premium and/or copy of check, if applicable.
		14) Copy of Right of Rescission addressed to each owner for all Refinance Loans.
		15) Life of Loan Flood Certification (must list PHFA's name & address).
		16) 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.
		17) Copy of clear MI Certificate & notice of transfer of ownership & servicing to PHFA.
		18) Provide the Initial PMI Cancellation Disclosure including the Amortization Schedule. (Required on Conventional loans with MI.)
		19) 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.
		20) 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 # _____
		21) Address of co-borrower not occupying property. (FHA/ K-Gov/HFA Preferred Risk Share & HFA Preferred) _____

- 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**
- Select: **File Submission >> Submit Servicing Conditions to PHFA.**