

Date: \_\_\_\_\_

Lender Name & Contact Info: \_\_\_\_\_

Applicants' Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicants' Email Address (required or "N/A"): \_\_\_\_\_

Monthly Income: \_\_\_\_\_ DTI: \_\_\_\_\_ %

Initial Loan Amount Requested: \_\_\_\_\_ Term: \_\_\_\_\_

### REQUIRED SUBMISSION ITEMS

*Check off item number as you place it in the file.*

1. **PV3- Borrowers Application:** Signed and dated by applicant(s).
  - Includes type of sewage management system to be installed: septic repair, septic replacement, sewer connection repair, sewer connection replacement, initial sewer connection on p.3. Lists PHFA as lender on p.4.
2. **PV25- Borrower's Authorization:** Signed and dated by applicant(s).
3. **CAIVRS:** Unless PHFA has agreed to provide on lender's behalf.
4. **Copy of government-issued photo identification**
5. **Technical Certification:** For septic work only.
6. **IRS-W9 signed and dated by each borrower**
7. **IRS Form 4506C:** One form signed and dated by both applicants if they file a joint tax return.
  - Must order two (2) years of transcripts
8. **Tax Transcripts and Related Items:** All applicants' previous two (2) year's Tax Transcripts.
  - If the Tax Transcripts are the last item delaying origination file submission, participants may submit the file without it and then submit the Transcripts as soon as possible thereafter. In this circumstance, PHFA may grant a pre-approval, at staff discretion, conditioned for PHFA receipt and review of the Tax Transcripts. No Construction Approvals will be granted without the Tax Transcripts.
  - Self-employed applicants must also provide two years of signed, dated returns with Profit and Loss Statement in addition to their transcripts.
9. **Verbal VOE:** May use form similar to Freddie Mac Form 90

- 10. Paystubs:** Most recent paystub for all applicants that includes year-to-date earnings, current period earnings, and pay broken down into the types offered by the employer: base, vacation, sick, overtime, commission, bonus, etc.
- 11. W-2 Forms:** Two (2) most recent W-2 forms for each applicant.
- 12. Credit Report:** Include written explanations for recent inquiries, medical and small collections, bankruptcies, and foreclosures.
- 13. Mortgage Statement:** Most recent statement showing escrow amount. If T&I not escrowed, include most recent paid real estate tax bills and homeowners' insurance billing statement.
- 14. Copy of Deed**
- 15. Current Title-Lien Search:** PENNVEST must be in 1<sup>st</sup> or 2<sup>nd</sup> lien position or behind two simultaneously- originated-for-purchase liens for \$25,000 max loan. Otherwise max loan is \$7,500.
- 16. Flood Determination**
- N/A **17. ~~Copy of Current Homeowners' Insurance Declaration Page~~**
- 18. Copy of Flood Insurance Declaration Page** (if applicable)
- 19. Disclosures: Loan Estimate, HUD Notice of Insured Loan, and HUD Counseling List**
- 20. Intent to Proceed with Loan after Receipt of Loan Estimate**
- 21. LDP/GSA on lender staff and applicant(s)**
- 22. Processor's Certification of non-liable co-owner's social security number and birthdate**
- 23. PV31- Taxpayer Consent Agreement:** Signed and dated by applicant(s).