

**PENNVEST CLOSED LOAN SUBMISSION CHECKLIST**

BORROWERS: \_\_\_\_\_

SETTLEMENT DATE: \_\_\_\_\_

\_\_\_\_\_

ATTACH THE FOLLOWING DOCUMENTS WITH A BINDER CLIP AND SEND TO ATTENTION OF HOMEOWNERSHIP DIVISION/PENNVEST LOANS.

DOCUMENTS ARE TO BE SENT WITHIN 5 CALENDAR DAYS OF RESCISSION PERIOD.

- \_\_\_\_\_ ORIGINAL NOTE
- \_\_\_\_\_ COPY OF CERTIFIED TRUE AND CORRECT MORTGAGE SENT FOR RECORDING
- \_\_\_\_\_ SIGNED/DATED PHFA RIGHT OF RESCISSION NOTICE
- \_\_\_\_\_ NAME AFFIDAVIT(S)
- \_\_\_\_\_ VERBAL VOE UP TO 14 DAYS PRIOR TO CLOSING
- \_\_\_\_\_ ANY OTHER CONDITIONS NEEDED TO CLEAR THE FILE FOR FINAL APPROVAL
- \_\_\_\_\_ IF THE CREDIT APPROVAL WAS ISSUED 120 DAYS OR MORE PRIOR TO THE PROPOSED CLOSING DATE, PARTICIPANT TO PROVIDE A NEW TITLE LIEN SEARCH AND NEW CREDIT REPORT TO PHFA FOR REVIEW.
- \_\_\_\_\_ SIGNED AND DATED CLOSING DISCLOSURE
- \_\_\_\_\_ SIGNED ESCROW AGREEMENT