

PENNVEST CLOSED LOAN SUBMISSION CHECKLIST

BORROWER(S): _____

SETTLEMENT DATE: _____

LOAN NUMBER: _____

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

**WITHIN 5 CALENDAR DAYS OF THE RESCISSION PERIOD, CLOSING PACKAGES ARE TO BE SENT
VIA SECURE EMAIL TO SEPTIC@PHFA.ORG AND ORIGINALS ARE TO BE MAILED TO
PREVENT DELAYS IN PROCESSING.**

- _____ 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
- _____ COPY OF HELLO LETTER
- _____ SIGNED AND DATED HOME MORTGAGE DISCLOSURE