

**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](mailto:SEPTIC@PHFA.ORG) AND ORIGINALS ARE TO BE MAILED AS 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)

\_\_\_\_\_ MOST RECENT PAYSTUB FOR EACH BORROWER

*\*Instructions: Verify that employment is "Active".*

\_\_\_\_\_ 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

\_\_\_\_\_ Homeowners Insurance Declaration Page with PHFA  
Named as Loss Payee, all higher priority liens correctly named..