

**REFINANCE PRE-CLOSING PACKAGE CHECKLIST AND COVER SHEET**

**Directions:** This Checklist is to be submitted on top of the Pre-Closing Package. It is important that the documents are scanned in the order of this document when uploaded into VirPack. Upload as Document Type "Pre-Closing Package", Upload the Appraisal, then select "Process" to submit the files to VirPack. Incomplete files will not be marked received until all required documents have been uploaded to VirPack. Complete files uploaded after 3:00 pm will be marked received as of the next business day.

**HOMEOWNERSHIP PROGRAMS DIVISION**

<b>PRIMARY BORROWER'S NAME</b>	<b>CO-BORROWERS NAME</b>
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**REFINANCE LOAN**

**CONVENTIONAL**    
  **FHA**    
  **VA**    
 (Select Financing)

**LENDER NAME:** \_\_\_\_\_ **CONTACT NAME:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**A. PRE-CLOSING DOCUMENTS (place a check in the column as it applies)**

<p><b>1.</b> Preliminary Package (Form 1) submitted YES - Provide copy of PHFA approval NO</p>	<p><b>22.</b> Divorce Decree/Agreement of Child Support/Spousal Support (if applicable)</p>
<p><b>2.</b> Automated Underwriting Findings Report (not required for FHA Streamline / VA IRRRL)</p>	<p><b>23.</b> Deed</p>
<p><b>3.</b> Proof of loan insurance/guarantee a. Signed FHA Loan Underwriting and Transmittal  (HUD 92900-LT): <b>FHA</b> b. Signed Loan Analysis (VA 26-6393): <b>VA</b> c. Private Mortgage Insurance Certificate: <b>HFA Preferred</b></p>	<p><b>24.</b> Lien Search :<b>FHA, VA</b></p> <p><b>25.</b> Condominium Approval documentation : <b>Conv</b> Select &amp; Provide applicable documentation from list a. Copy of lenders unexpired CPM Certification for Condo projects reviewed under Full Review process. b. Copy of signed warranty statement for Condo projects reviewed under the Limited Review process.</p>
<p><b>4.</b> FNMA Transmittal Summary (FNMA Form 1008 11/92): <b>Conv</b></p>	<p><b>26.</b> Applicable Appraisal Report (not required for FHA Streamline / VA IRRRL) NOTE: Original electronic Appraisal (only) to be a separate upload into VirPack</p>
<p><b>5.</b> Signed &amp; Dated initial Uniform Residential Loan Application (FNMA Form 1003 10/92) and HUD Addendum(s) if applicable</p>	<p>a. FNMA UCDP Submission Summary Report : <b>Conv</b> b. Provide a copy of FHA's "successful" EAD notification c. Reconsideration of Value disclosures / documentation (Conv) d. Conditional Commitment/Statement of Appraised Value (HUD 92800.5B) e. Certificate of Reasonable Value (VA 26-1843) or Notification of Reasonable Value f. Leasehold Documentation - Copy of lease g. VA approval of Leasehold (if applicable)</p>
<p><b>6.</b> Supplemental Consumer Information Form (FNMA Form 1103)</p>	<p><b>27.</b> Life of Loan Flood Determination a. Copy of flood declaration page (for properties currently designated in a SFHA) b. Copy of FEMA Elevation Certificate with photographs (if applicable) c. Copy of application of flood insurance, along with quote of a full NFIP premium rate (if newly designated in a SFHA)</p>
<p><b>7.</b> Verification the LDP and GSA lists have been searched for all required parties: <b>FHA/VA</b></p>	<p><b>28.</b> Refinance Authorization Results Screen print from FHA Connection showing the original Appraised Value and Endorsement date :<b>FHA Streamline</b></p>
<p><b>8.</b> Residential Mortgage Credit Report should state: a. Residential Mortgage Credit Report with a Credit Score or 3 merged reports with Credit Score (not required for non-credit qualifying FHA Streamline / VA IRRRL)</p>	<p><b>29.</b> Copy of VA IRRRL Case Assignment with new VA Loan # and original appraised value :<b>VA IRRRL</b></p>
<p><b>9.</b> Provide copy of the Credit Score Information Disclosure (not required for FHA Streamline / VA IRRRL)</p>	<p><b>30.</b> Copy of Loan Estimate a. Copy of any revisions w/change of circumstance letter, if applicable b. Copy of the list of service providers shopped for (if app.)</p>
<p><b>10.</b> Veteran's Certificate of Eligibility (VA 26-1870, 26-8320, or 26-8320-1) :<b>VA</b></p>	<p><b>31.</b> Provide copy of "Intent to Proceed"</p>
<p><b>11.</b> Signed statement by veteran acknowledging effect of refinancing :<b>VA</b></p>	
<p><b>12.</b> IRRRL Worksheet (VA Form 26-8923) :<b>VA</b></p>	
<p><b>13.</b> Verification of VA Benefits (VA Form 26-8937) if app.: <b>VA</b></p>	
<p><b>14.</b> Payoff Statement/Pay History a. Borrowers "Detailed Payoff Statement" for Current Mortgage b. Credit Supplement verifying Current Mortgage payment for at least the past 12 months <b>:FHA Streamline, VA IRRRL</b></p>	
<p><b>15.</b> Verification of Deposit or a. 2 full months of current bank statements b. Current month when funds needed to close <b>:FHA Streamline, VA IRRRL</b></p>	
<p><b>16.</b> Gift Affidavit (if applicable)</p>	
<p><b>17.</b> Copy of Fannie Mae Community Seconds Checklist if applicable :<b>Conv</b></p>	

	<p><b>18.</b> PHFA Form 5 - Affordable Housing Assistance Program Checklist if app. (all loan types with subordinate seconds except PHFA seconds)</p>	<p><b>32.</b> Copy of the list of HUD approved Homeownership Counseling Organizations (per RESPA) provided to borrower.</p>
	<p><b>19.</b> Verification of Employment  a. Verification of Employment (FULL VOE or verbal w/ current pay stubs showing YTD earnings and 2 yrs of W2's)  b. Telephone verification of employment (verbal)  Borrower currently employed :<b>FHA Streamline, VA IRRRL</b></p>	<p><b>33.</b> HomeStyle Approval documentation  a. Lien Waiver (FNMA Form 3739)  b. Renovation Loan Agreement (FNMA Form 3731)  c. Maximum Mortgage Worksheet (FNMA Form 1035)  d. Consumer Tips (FNMA Form 1204)  e. Final Estimates/Bids  f. Contractor Profile Report (FNMA Form 1202)</p>
	<p><b>20.</b> Self-Employed Borrowers Fannie Mae Form 1084 - Cash Flow Analysis and 2 years tax returns</p>	<p><b>B. PHFA DOCUMENTS</b> <i>(As required by Program)</i></p>
	<p><b>21.</b> Completed and signed IRS Form 4506T from application (provide copies of 2 years of transcripts if available) (not required for FHA Streamline / VA IRRRL)</p>	<p><b>1.</b> Borrowers Signature Authorization to Release Information</p>