

**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.

<b>HOMEOWNERSHIP PROGRAMS DIVISION</b>	
<b>PRIMARY BORROWER'S NAME</b>	<b>CO-BORROWERS NAME</b>
<b>REFINANCE LOAN</b>	
<b>CONVENTIONAL</b>	<b>FHA      VA      (Select Financing)</b>
<b>LENDER NAME:</b> _____	<b>CONTACT NAME:</b> _____
<b>Telephone:</b> _____	<b>Email Address:</b> _____
<b>A. PRE-CLOSING DOCUMENTS (place a check in the column as it applies)</b>	
<b>1.</b> Preliminary Package (Form 1) submitted YES - Provide copy of PHFA approval NO	<b>20.</b> Self-Employed Borrowers Fannie Mae Form 1084 - Cash Flow Analysis - HFA Program (if applicable)
<b>2.</b> Automated Underwriting Findings Report ( <b>Conv</b> )	<b>21.</b> Completed and signed IRS Form 4506T from application (provide copies of 2 years of transcripts if available) ( <b>Conv</b> )
<b>3.</b> Proof of loan insurance/guarantee a. Signed FHA Loan Underwriting and Transmittal Summary (HUD 92900-LT): <b>FHA</b> b. Provide Mortgage Insurance Certificate c. Signed Loan Summary (VA Form 26-0286) ( <b>VA</b> )	<b>22.</b> Divorce Decree/Agreement of Child Support/Spousal Support (if applicable)
<b>4.</b> FNMA Transmittal Summary (FNMA Form 1008 11/92): <b>Conv</b>	<b>23.</b> Deed
<b>5.</b> Signed & Dated initial Uniform Residential Loan Application (FNMA Form 1003 10/92) and HUD/VA Addendum(s) if applicable	<b>24.</b> Lien Search ( <b>FHA, VA</b> )
<b>6.</b> Verification the LDP and GSA lists have been searched for all required parties: <b>FHA</b>	<b>25.</b> Condominium Approval documentation ( <b>Conv</b> ) Select & Provide applicable documentation from list a. Copy of lenders unexpired CPM Certification b. Copy of Fannie Mae approved projected list from their website for PERS review c. Copy of signed warranty statement for lender full reviews
<b>7.</b> Residential Mortgage Credit Report a. Residential Mortgage Credit Report w/ Credit Score or 3 merged reports with Credit Score ( <b>Conv</b> ) b. Residential Mortgage Credit Report w/ Scores for Credit Qualifying FHA Refinances/HMPL Streamline (only)	<b>26.</b> Applicable Appraisal Report (FNMA Form 1004 or 1073): NOTE: Original electronic Appraisal (only) to be a separate upload into VirPack a. UC DP Submission Summary Report ( <b>Conv</b> )
<b>8.</b> Provide copy of the Credit Score Information Disclosure ( <b>Conv</b> )	<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)
<b>9.</b> Certificate of Eligibility (VA Form 26-8320 or 26-8320a) ( <b>VA</b> )	<b>28.</b> Refinance Authorization Results Screen print from FHA Connection Showing the original Appraised Value and Endorsement date ( <b>FHA</b> )
<b>10.</b> Signed statement by veteran acknowledging effect of refinancing ( <b>VA</b> )	<b>29.</b> Copy of VA IRRRL Case Assignment with new VA Loan # and original appraised value ( <b>VA</b> )
<b>11.</b> IRRRL Worksheet (VA Form 26-8923) ( <b>VA</b> )	<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 applicable
<b>12.</b> Verification of VA Benefits (VA Form 26-8937) if applicable( <b>VA</b> )	<b>31.</b> Provide copy of "Intent to Proceed"
<b>13.</b> Federal Collection Policy Notice (VA Form 26-0503) ( <b>VA</b> )	<b>32.</b> Copy of the list of HUD approved Homeownership Counseling Organizations (per RESPA) provided to borrower.
<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, VA</b> )	<b>33.</b> HomeStyle Approval documentation a. Lien Waiver (FNMA Form 3739) b. Construction Loan Agreement (FNMA Form 3735) c. Maximum Mortgage Worksheet (FNMA Form 1035) d. Consumer Tips (FNMA Form 1204) e. Final Estimates/Bids f. Contractor Profile Report (FNMA Form 1202)
<b>15.</b> Verification of Deposit or a. 2 full months of current bank statements ( <b>Conv</b> ) b. Current month when funds needed to close ( <b>FHA, VA</b> )	<b>B. PHFA DOCUMENTS (As required by Program)</b>
<b>16.</b> Gift Affidavit (if applicable)	<b>1.</b> Borrowers Signature Authorization to Release Information Section 8 Housing Homeownership Assistance Program
<b>17.</b> Copy of Fannie Mae Community Seconds Checklist if applicable ( <b>Conv</b> )	
<b>18.</b> PHFA Form 5 - Affordable Housing Assistance Program Checklist if app. (all loan types with subordinate seconds except PHFA seconds)	
<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>Conv</b> ) b. Telephone verification of employment (verbal) Borrower currently employed ( <b>FHA, VA</b> )	