

## FINAL DOCUMENT ELECTRONIC CHECKLIST AND COVER SHEET

**Directions:** This Checklist is to be submitted on top of the Final Document Package. It is important that all applicable documents are scanned in with this document when uploaded into VirPack. Upload as Document Type "Recorded Documents", 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>	
<b>Select Financing</b> <input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> FHA <input type="checkbox"/> RD <input type="checkbox"/> VA		<b>PHFA Subordinate Mortgage: (when applicable)</b> <input type="checkbox"/> K-FIT <input type="checkbox"/> K-DATE <input type="checkbox"/> KEYSTONE ADVANTAGE <input type="checkbox"/> HOMESTEAD <input type="checkbox"/> ACCESS MOD	
<b>LENDER NAME:</b> _____  <b>Telephone:</b> _____		<b>CONTACT NAME:</b> _____  <b>Email Address:</b> _____	
<b>PHFA Loan Number:</b> _____			
<b>Purchase Date:</b> _____			
A. FINAL DOCUMENTS (place a check in the column as it applies)			
<input type="checkbox"/>	1. Recorded Mortgage and all applicable riders	<input type="checkbox"/>	2. Recorded Assignment of Mortgage
<input type="checkbox"/>	3. Recorded PHFA Subordinate Mortgage (when applicable)	<input type="checkbox"/>	4. Mortgage Insurance Certificate -FHA (when applicable)
<input type="checkbox"/>	5. Loan Guaranty Certificate – VA (when applicable)	<input type="checkbox"/>	6. Loan Note Guarantee - USDA- RD (when applicable)
<input type="checkbox"/>	7. Recorded Non-PHFA Subordinate Lien (when applicable)	<input type="checkbox"/>	8. Signed Modification agreement (when applicable)