



NON-DELEGATED PURCHASE CHECKLIST

LOAN INFORMATION

Borrower _____ Co-Borrower _____ Loan Number _____

Property Address _____ City/State _____ Zip _____

Settlement Agent _____ Phone Number _____

ALL LOANS

| | | |
|---|---|---|
| Transmittal Summary | Tax Certificate | First Payment Letter |
| Fully Executed Initial Disclosures | Tax Option Disclosure | Name Affidavit |
| Amortization Schedule (if applicable) | 4506-C | Notice of Right to Cancel/Rescind (if applicable) |
| ARM Disclosure (if applicable) | MI Certificate (if applicable) | Initial Escrow Statement |
| Privacy Disclosure | Proof of Cert Activation | Goodbye Letter and Payee Transfers |
| Initial Buydown Agreement (if applicable) | PMI Disclosure | CPL with VIP Lender information |
| Final Buydown Agreement (if applicable) | XML Version of the Appraisal | Wire Instructions |
| Fully Executed Initial 1003 | UCDP Results | W-9 |
| Fully Executed Final 1003 | Confirmation of Appraisal Delivery to Borrower | Final Title Policy |
| All versions of LE & CD | All Invoices | Legal Description |
| Lock Confirmation | Final Verbal Verification of Employment within 10 days of closing | Corporate Assignment (if applicable) |
| Compliance Report | Fully Executed Closing Package | Escrow Waiver Agreement (if applicable) |
| Flood Cert | Final Settlement Statement from Title/Escrow | Federal Collection Policy Notice |

VA LOANS

- VA Maximum Mortgage Worksheet
- VA Funding Fee Worksheet
- VA Funding Fee Remittance
- CAIVRs
- VA New Build Docs with Completed Lender and Borrower Information
- HUD/VA Addendum to the Loan Application
- Certificate of Loan Disbursement (VA-26-1820)
- VA Certificate of Eligibility
- VA NOV and all conditions
- VA Loan Summary

VA Refinances:

- Initial and Final IRRR Certification (or)
- Initial and Final Cash-Out Comparison and Home Equity Disclosures

USDA LOANS

- Commitment Letter
- USDA Property Eligibility Confirmation