



Kentucky Housing Corporation
Underwriting Checklist
HFA Preferred and Preferred Plus Purchase

Third Party Originators (TPO's) and Correspondent Lenders must upload these documents to "Underwriting File" as one PDF in KHC's Lender Portal.

Delegated Lenders: These forms, collectively, represent the "Credit Package" as referenced in the Closed Loan Checklist.

ITEMS TO BE INCLUDED ON ALL LOANS

- KHC RESERVATION CONFIRMATION
- FANNIE MAE FORM 1008 TRANSMITTAL SUMMARY
- KHC INCOME CALCULATOR PRINTOUT
- MOST RECENT FINDINGS FROM DU, APPROVE/ ELIGIBLE
- CREDIT REPORT – (ALL REPORTS AND SUPPLEMENTS MUST BE SUBMITTED)
- NOTICE TO HOME LOAN APPLICANT DISCLOSURE
- ALL LOAN ESTIMATES FOR FIRST MORTGAGE AND DAP PROGRAM.
- INTENT TO PROCEED FOR FIRST MORTGAGE
- FINAL TYPED APPLICATION (URLA), UNSIGNED
- INITIAL APPLICATION (URLA) FULLY COMPLETED, DATED AND SIGNED BY ALL PARTIES
- BORROWER CERTIFICATION AND CONSENT TO CHECK CREDIT
- ASSETS – VERIFICATION REQUIRED PER AUS FINDINGS
- GIFT LETTER FULLY EXECUTED BY ALL PARTIES PER AUS
- EMPLOYMENT – VERIFICATION OF ALL EMPLOYERS AND INCOME SOURCES FOR LAST TWO YEARS PER AUS (QUALIFYING INCOME ONLY)
- VERBAL VOE AND MOST RECENT PAYSTUB WITH YTD INCOME (KHC COMPLIANCE INCOME ONLY)
- URAR (APPRAISAL REPORT) AND ALL ATTACHMENTS
- APPRAISAL ORDER CONFIRMATION EMAIL FROM ARIVS (TPO ONLY)
- FANNIE MAE SSR SHOWING SUCCESSFUL & DOC FILE ID#
- FULLY EXECUTED PURCHASE CONTRACT INCLUDING ALL ADDENDUMS AND AMENDMENTS
- SELLERS PROPERTY DISCLOSURE SIGNED BY SELLER AND BORROWER
- IF NOT ON KHC CONDO MASTER POLICY LIST, PROVIDE CONDO PROJECT'S INSURANCE INFORMATION
- FANNIE MAE CONDO PROJECT MANAGER OR LENDER FULL REVIEW APPROVAL FORM OR CMP APPROVAL REQUEST WITH ALL REQUIRED ATTACHMENTS (IF TPO)
- IF PROPERTY IS MANUFACTURED HOUSING – NEED VEHICLE TITLE OR CERTIFICATE OF ORIGIN
- HOME COUNSELING DISCLOSURE PER CFPB
- HOME BUYER EDUCATION CERTIFICATE PER AUS
- MI CERTIFICATE, IF APPLICABLE (CORRESPONDENT/DELEGATED LENDERS)
- FAIR CREDIT
- PATRIOT ACT DISCLOSURE AND PATRIOT ACT BORROWER INFORMATION FORM.

MCC DOCUMENTATION, IF APPLICABLE

- NOT TO EXCEED ONE ACRE – IF OVER ONE ACRE, SUBMIT KHC ACREAGE WAIVER
- KHC NON-BORROWING OCCUPANT FORM AND ALL REQUIRED DOCUMENTATION
- KHC MANUFACTURED HOME WAIVER REQUEST, IF APPLICABLE
- MCC MORTGAGOR CERTIFICATION (MCC 001)
- MCC SELLER CERTIFICATION (MCC 002)
- CHILD SUPPORT CERTIFICATION IF NO SUPPORT IS RECEIVED (FORM AVAILABLE ON KHC'S WEBSITE)

SECTION 8 TO HOMEOWNERSHIP, IF APPLICABLE

- SECTION 8 VOUCHER TO HOMEOWNERSHIP WORKSHEET FROM PARTICIPATING HOUSING AUTHORITY
- KHC SECTION 8 WITH CONTRACT CALCULATOR PRINTOUT