

Kentucky Housing Corporation Closed Loan Checklist

Upload to Closed Loan File within 10 calendar days or less *after* closing as one pdf document.

KHC requires legible documents.

Borrower Last Name: _____ **KHC Loan#** _____ **Closing Date:** _____

Original Note and completed endorsement or executed Allonge to note to be overnighted to KHC (See KHC program guides for proper execution)

- Copy of Original Note and completed endorsement or executed Allonge to note to be included in Upload
- Initial Closing Disclosure showing 3-day delivery
- Final Closing Disclosure
- Seller's Closing Disclosure
- Final Loan Estimate
- Hazard Insurance Policy with paid receipt
- Notification Letter from Lender to Hazard Insurance Company regarding Change in Mortgagee Clause, if applicable
(Mortgagee Clause: Kentucky Housing Corporation, ISAOA, P.O. Box 4150, Frankfort, KY 40604-4150)
- Flood Insurance Application with paid receipt, if applicable
- Notification letter from Lender to Insurance Company (Flood Insurance) regarding change in Mortgagee Clause, if applicable
- Standard Flood Hazard Determination FEMA Form 81-93 with Life of Loan protection
- Notification Letter from Lender to Flood Zone Certification Provider to list Kentucky Housing Corporation as Lender
- Unrecorded Mortgage with MOM language (original recorded mortgage due with final docs) and any other applicable riders, per loan type (i.e. Condo Rider, PUD Rider, VA Rider, etc.)
- Unrecorded Deed
- Title Commitment (see KHC Program Guides for proper Name of Insured and date requirements); original short form title policy due with Final Documents within 90 days from closing date
- Final Typed Uniform Residential Loan Application (URLA/1003)
- KHC's Survey Certification Form **OR** Survey with Surveyor's Seal and signature
- W-9 Form for each borrower
- Completed Form 4506C
- Copy of borrower(s) identification and Patriot Act Form
- Clear Termite Report for Existing or Soil Treatment Certification for New Construction (NPCA-99A & B) or Termite Waiver (Termite Waiver cannot be used on VA loans)
- Completed Tax Certification Sheet
- Annual Escrow Account Disclosure Statement (REG X)
- KHC's Loan Servicing Notice with Temporary Coupons and Itemization of Monthly Payment
- KHC's Same Name Affidavit for each person associated with signing the mortgage/deed
- KHC's Notice of Transfer Form (either KHC's form or Lender form is acceptable)
- KHC's Closing Certificate, Revision & Quality Control Agreement Form
- KHC's Commitment Letter (or DL Lender's company approval/commitment letter)
- Proof of Satisfaction of Underwriter Closing Conditions were met (any documents related thereto)
- Clear Final Inspection, if applicable
- Appraisal Acknowledgement Form
- **Complete Credit Package, per credit package checklist, and Appraisal ***DL CORRESPONDENTS ONLY*****
- ***** Complete credit package and closed loan package should not be excessive. Do not send duplicates! *****

Manufactured Home, if applicable:

- Affidavit of Conversion to Real Estate (AOCTRE) and voided Certificate of Title

RHS Loans:

- RHS Conditional Commitment Letter

Conventional Loans:

- Private Mortgage Insurance Disclosure (if applicable)
- Amortization Schedule (Conventional Loans with PMI Only)
- Successful Summary Report (SSR) - reflecting **Successful** status
- DU Underwriting Findings: Must reflect **HFA Preferred** (Required for pre-purchase QC of Conventional Loans)
- Verbal VOE completed within 10 business days **prior** to note date (Required for pre-purchase QC of Conventional Loans)
- Copy of executed sales contract & addendums (Required for pre-purchase QC of Conventional Loans)
- Copy of successful UCD Findings Report

Regular DAP, if applicable:

- DAP second mortgage Note, closed in **KHC's** name
- Unrecorded DAP second mortgage, closed in **KHC's** name (original recorded mortgage due within 90 days) **This mortgage must be recorded separately as a stand-alone document, not recorded with first mortgage*
- DAP Initial and Final Closing Disclosure
- Kentucky Housing Corporation's Servicing Notice and Temporary Payment Coupons for DAP loan

Tax Credit, if applicable:

- Executed Closing Certification Form (MCC-006) Executed Loan Note
- Executed Closing Disclosure
- \$200 Net Funded out of First Mortgage Purchase Monies

203(h) Documentation, if applicable:

- Evidence previous residence was in PDMDA and was destroyed to such extent that reconstruction or replacement is necessary..
- Proof of FEMA claim..
- Signed letter on the servicer's letterhead confirming the lender is no longer holding borrower responsible for the liability for the destroyed residence and that property insurance proceeds are being applied on the mortgage of the damaged home.
- LOX that any late payments on previous property that was destroyed or damaged in the disaster were a result of the disaster.
- LOX that any late payments on credit report subsequent to date of disaster were related to the effects of the disaster.