

## Delivery of Closed Loan and Security Documents Grid

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| <b>Closing Package Delivery:</b> Within 10 calendar days from closing, the Closed Loan File is electronically uploaded, and the original first mortgage note, Bailee Letter, and DAP note, if applicable, is delivered to KHC.  |              |
| <b>Delivery of the following:</b>   |              |
| <ol style="list-style-type: none"> <li>1. Closed Loan Package, electronically uploaded.             <ol style="list-style-type: none"> <li>a. Delegated Lenders: compliance package.</li> </ol> </li> <li>2. Original 1st Note and Allonge/Endorsement</li> <li>3. Bailee Letter, if applicable</li> <li>4. Original DAP Note, if applicable</li> </ol> |              |
| <b>Day 10 or less</b> – Complete closed loan package and Original Note is received by KHC.  | No Penalty   |
| <b>Day 11 – 15</b> – Closed Loan Package delivered late or incomplete.  | .50% Penalty |
| <b>Day 16 – 20</b> – Closed Loan Package still not received by KHC or still incomplete.   | 1% Penalty   |
| <b>After Day 20</b> – KHC may not purchase the loan.  | 1.5% Penalty |

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| <b>Post-Closing &amp; Security Documents Delivery:</b> The lender is required to deliver the recorded mortgage, final title policy, and insuring certificate (FHA) to KHC within 90 days or less from closing date. Failure to provide ninety-day documents to KHC within specified timeframes will result in a penalty being issued to the lender.  |                     |
| <b>Delivery of the following:</b>  |                     |
| <ol style="list-style-type: none"> <li>1. Recorded Mortgages (1<sup>st</sup> and DAP) and applicable rider(s).</li> <li>2. Final title Policy</li> <li>3. Final insuring certificate (FHA)</li> <li>4. Affidavit of conversion to real estate (manufactured homes only) *</li> <li>5. Outstanding Post-Closing Conditions</li> </ol>   |                     |
| <b>Day 90 or less</b> –<br>Received correct and approved Legal and Post-Closing documents listed above.  | No Penalty          |
| <b>91 Days – 120 Days</b> –<br>Received correct and approved Legal and Post-Closing documents listed above.  | .50% Penalty        |
| <b>121 Days or more</b> –<br>Received correct and approved Legal and Post-Closing documents listed above.  | Possible Repurchase |
| <b>Reservations/Purchases may be affected if penalties are not received and paid in full by due date.</b>  |                     |
| <b>*Manufactured Home</b> <ol style="list-style-type: none"> <li>(1.) Provide copy of executed Affidavit of Conversion to Real Estate (AOCTRE) to be recorded or copy of recorded AOCTRE already in place. Per KRS 186A.297, AOCTRE must include verbiage that states "...certificate of title has been surrendered..." or a copy of surrendered title must be submitted with AOCTRE.</li> <li>(2.) Provide original or clerk certified copy of AOCTRE and copy of surrendered title, if applicable.</li> <li>(3.) After 91 days from closing – if AOCTRE is NOT recorded because of title issues, loan is subject to repurchase.</li> </ol> |                     |