



**Kentucky Housing Corporation Underwriting  
Correspondent/Delegated Lender Checklist  
HFA Preferred and Preferred Plus Purchase**

**Correspondent Lender: Upload these documents to “Underwriting File” as one PDF in KHC’s Lender Portal.  
Delegated Lender: These forms, collectively, are the “Credit Package” as listed on 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
- 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
- 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 (CPM) OR LENDER FULL REVIEW APPROVAL FORM OR CPM APPROVAL REQUEST WITH ALL REQUIRED ATTACHMENTS
- IF PROPERTY IS MANUFACTURED HOUSING – NEED VEHICLE TITLE OR CERTIFICATE OF ORIGIN OR COPY OF AFFIDAVIT OF CONVERSION
- HOME BUYER EDUCATION CERTIFICATE PER AUS (FRAMEWORK)
- MI CERTIFICATE, IF APPLICABLE
- PATRIOT ACT DISCLOSURE AND PATRIOT ACT BORROWER INFORMATION FORM.
- HOME LOAN TOOLKIT ACKNOWLEDGEMENT

**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