

## MRBP GOVERNMENT LOAN DELIVERY CHECKLIST

|                                 |                       |
|---------------------------------|-----------------------|
| Lender                          | Mortgagor(s) Name(s)  |
| Contact Person and Phone Number | Property Address      |
| Loan Program                    | U.S. Bank Loan Number |

### Documents Required For All Loans

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Bailee Letter with Warehouse Bank Information</li> <li><input type="checkbox"/> 2. Original Note(s) endorsed to U.S. Bank National Association or acceptable Note Allonge</li> <li><input type="checkbox"/> 3. Certified copy of all Mortgage(s) / Deed(s) of Trust with attached legal description and applicable Riders (if MERS, must be on MOM Docs)</li> <li><input type="checkbox"/> 4. Certified copy of Assignment of Mortgage to U.S. Bank National Association (if applicable)</li> <li><input type="checkbox"/> 5. Certified copy of Power of Attorney, (if applicable)</li> <li><input type="checkbox"/> 6. Original notarized Name Affidavit(s), (if applicable)</li> <li><input type="checkbox"/> 7. Initial / First Payment Letter</li> <li><input type="checkbox"/> 8. Title Commitment / Binder</li> <li><input type="checkbox"/> 9. Plat Drawing / Survey, (if applicable)</li> <li><input type="checkbox"/> 10. Final Title Policy OR Closing Protection Letter</li> <li><input type="checkbox"/> 11. Tax Certification Sheet</li> <li><input type="checkbox"/> 12. Final HUD-1 Settlement Statement and Itemization(s) - if DPA utilized, source must be disclosed on HUD-1</li> <li><input type="checkbox"/> 13. Initial Escrow Account Disclosure</li> <li><input type="checkbox"/> 14. Hazard Policy with paid receipt to include Mortgagee Clause to U.S. Bank National Association</li> <li><input type="checkbox"/> 15. Standard Flood Hazard Determination</li> <li><input type="checkbox"/> 16. Notice to Borrower in Special Flood Hazard Area, signed and dated on or before closing, (if applicable)</li> <li><input type="checkbox"/> 17. Flood Policy with paid receipt (if applicable), to include Mortgagee Clause to U.S. Bank National Association</li> <li><input type="checkbox"/> 18. Wind/Hail Policy with paid receipt (if applicable)</li> <li><input type="checkbox"/> 19. Notice of Assignment of Servicing Rights / RESPA</li> <li><input type="checkbox"/> 20. Sales Contract/Purchase Agreement (if applicable)</li> <li><input type="checkbox"/> 21. Initial and all subsequent Good Faith Estimates (GFEs)</li> <li><input type="checkbox"/> 22. Certification of Delivery of Values (EEOA)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 23. Initial Uniform Residential Loan Application (URLA / 1003) signed and dated by Interviewer</li> <li><input type="checkbox"/> 24. Early TIL Disclosure</li> <li><input type="checkbox"/> 25. All Corrective TIL Disclosures</li> <li><input type="checkbox"/> 26. Final Initialed, fully executed Uniform Residential Loan Application (URLA / 1003) (7/05)</li> <li><input type="checkbox"/> 27. Final TIL Disclosure signed and dated at consummation</li> <li><input type="checkbox"/> 28. Appraisal for subject property to include all pages</li> <li><input type="checkbox"/> 29. Final Inspection(s) (if applicable)</li> <li><input type="checkbox"/> 30. Work Completion Escrow Agreement (if applicable)</li> <li><input type="checkbox"/> 31. FFIEC Rate Spread Calculator Results (if HPML)</li> <li><input type="checkbox"/> 32. Documentation of Lender Lock-in Date (if HPML)</li> <li><input type="checkbox"/> 33. DU/LP/GUS with all pages included (if applicable)</li> <li><input type="checkbox"/> 34. VOE for each employed borrower (if applicable)</li> <li><input type="checkbox"/> 35. Credit Report(s) for all Borrowers</li> <li><input type="checkbox"/> 36. Copies of Underwriting Conditions</li> <li><input type="checkbox"/> 37. IRS W-9 (primary borrower only)</li> <li><input type="checkbox"/> 38. IRS 4506-T (8821 if self-employed) for all borrowers</li> <li><input type="checkbox"/> 39. IRS Tax Transcript or Record of Account for all borrowers</li> <li><input type="checkbox"/> 40. One month Year-to-Date paystubs</li> <li><input type="checkbox"/> 41. Two years most recent W-2/1099</li> <li><input type="checkbox"/> 42. One year most recent fully executed tax returns</li> <li><input type="checkbox"/> 43. Two months Bank Statements / VOD</li> <li><input type="checkbox"/> 44. Homebuyers Education Certificate (if applicable)</li> <li><input type="checkbox"/> 45. Gift Letter(s) and proof of transfer (if applicable)</li> <li><input type="checkbox"/> 46. Compliance / Errors and Omissions Agreement</li> <li><input type="checkbox"/> 47. Customer ID Notice - Patriot Act (only if w/w by USBHM)</li> <li><input type="checkbox"/> 48. Homeownership Counseling Organizations Disclosure</li> <li><input type="checkbox"/> 49. All specific requirements per HFA Program</li> </ul> |
|---|---|

### Additional Documents for FHA/VA/USDA Loans and Manufactured Homes

#### FHA Section

- 1. HUD-92500-A to include pages 1-4
- 2. Important Notice to Homebuyer
- 3. Real Estate Cert and Amendatory Clause (Purchase Only)
- 4. Notice to Homeowner - Assumption Notification
- 5. MI Consumer Choices Notification
- 6. FHA Case Query reflecting UFMP as received
- 7. LUTS 92900-LT with CAIVRS/LDP/GSA sections complete
- 8. Conditional Commitment with all requirements
- 9. Borrower Certification and Authorization
- 10. Loan must be FHA Insured if > than 90 days from close
- 11. If attached Condo, provide Lender Unit Certification form
- 12. Buydown Agreement, (if applicable)
- 13. HUD-92561 (Hotel/Transient Use - required if 2+ units)
- 14. Down Payment Assistance Funding Form (USB002) and attachment (if DPA is being used)

#### FHA New Construction Section

- 1. Builder's Certificate (HUD-92541)
- 2. Builder's Warranty of Completion (HUD-92544)
- 3. Evidence of 10 Year Warranty, or in lieu of Warranty, Builder's Permit & Certificate of Occupancy
- 4. Final Inspection (HUD-92051 or 1004D, if applicable)
- 5. Termite / Wood Destroying Insect / Soil Treatment Guar

#### Manufactured Homes Section (if permissible per HFA)

- 1. Alta 7.1-06 (or equivalent) on Title Commit / Final Title Policy
- 2. Manufactured Home Rider or Security Instrument with Manufactured Home Information as part of Legal Description
- 3. Manufactured Home Affidavit of Affixation
- 4. Engineer Foundation Report / Structural Certification
- 5. Manufactured Home Limited Power of Attorney
- 6. Evidence of Title Surrender to State

#### HFA Specific Documents See page 2

#### VA Section

- 1. VA-26-1802A to include pages 1-2
- 2. VA-26-1820 Report & Certification of Loan Disbursement
- 3. Certificate of Eligibility (COE) for Veteran borrower
- 4. VA Funding Fee Receipt reflecting settled/processed
- 5. VA 26-6393 Loan Analysis
- 6. CAIVRS Authorization for all Borrowers
- 7. VA Notice of Value with all conditions
- 8. Borrower Certification and Authorization
- 9. VA Rider to Security Instrument (or 5 clauses)
- 10. Escape Clause / Amendatory Clause (Purchase only)
- 11. VA-26-0592 Counseling Checklist (active duty only)
- 12. VA HUD-1 Itemization (lines 801, 1100, and all credits)
- 13. Lender Loan Quality Certification (Title 38 USC)
- 14. VA 26-1886 Commitment Cert (if Prior Approval from VA)
- 15. VA Loan Guaranty Certificate (if > 90 days from close)

#### USDA Section

- 1. RD 1980-18 Conditional Commitment with all attachments
- 2. 1008 Underwriting Transmittal
- 3. RD 1980-19 Guaranteed Loan Closing Report
- 4. RD 1980-21 Request for SFH Loan Guarantee
- 5. Lender Certification for SFH Guaranteed Loan
- 6. Homebuyers Education Course Completion Cert
- 7. RD 1980-17 Loan Note Guarantee (if > 90 days from close)

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|---|---|--|
| <p style="text-align: center;"><b>FILE DELIVERY INFORMATION</b><br/>MAIL FILE TO:</p> <p style="text-align: center;"><b>U.S. BANK HOME MORTGAGE</b><br/>ATTN: MRB Operations Dept<br/>17500 Rockside Road<br/>Bedford, OH 44146</p> | <p style="text-align: center;"><b>HAZARD INS LOSS PAYEE CLAUSE</b></p> <p style="text-align: center;">U.S. Bank National Association<br/>its successors and or assigns<br/>as their interest may appear<br/>c/o U.S. Bank Home Mortgage<br/>P.O Box 7928<br/>Springfield, OH 44501-7928</p> | <p style="text-align: center;"><b>BORROWER PAYMENT ADDRESS</b></p> <p style="text-align: center;">U.S. BANK HOME MORTGAGE<br/>P.O. BOX 468002<br/>Bedford, OH 44146-8002</p> <p style="text-align: center;">www.usbankhomemortgage.com</p> |
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U.S. Bank Help Desk Tel: (800)-562-5165 U.S. Bank Help Desk Email: [mrbp.helpdesk@usbank.com](mailto:mrbp.helpdesk@usbank.com)  
January 15<sup>th</sup> 2014

**MRBP LOAN DELIVERY CHECKLIST**

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**SPECIFIC HFA REQUIRED DOCUMENTS**

Nevada Housing Division  
Loan Program

U.S. Bank Loan Number

**HFA Documents Required For All Loan Types**

**(Certified Copies of these Exhibits are acceptable)**

- 1. Buyer's Confirming Affidavit – Exhibit F
- 2. Certificate of Participating Lending Institutions – Exhibit G
- 3. Recapture Tax Notice – Exhibit N