

TEACHERS FIRST
POST CLOSING PACKAGE REQUIREMENTS AND SUBMISSION ORDER

TF Loan Number: ____ - ____ - ____

Borrower(s) Name(s): _____
Property Address: _____
City/State/Zip: _____
Loan Closing Date: _____

Lender: _____
Contact Person: _____
Phone No.: _____
Fax No.: _____
E-Mail Address: _____

Send package by accountable mail within five business days of loan recording.

**Ship to: Nevada Housing Division
7220 Bermuda Rd, Suite B
Las Vegas NV 89119**

Attn: Single Family Dept. / Nnika Cromwell

Provide the Following:

- (1) This cover sheet
- (2) **Original** Second Mortgage Note with Rider and Borrower Election of Payment Subsidy Form as Exhibit A plus one certified copy.
- (3) Certified copy of recorded second mortgage Deed of Trust and Rider(s). Recorded office should be instructed to send Original to NHD.
- (4) Copy of Final HUD-1 Settlement Statement
- (5) Copy of FNMA 1003
- (6) Original ACH Authorization Form with copy of voided check
- (7) Copy of First Mortgage Note with Riders
- (8) Certified copy of recorded first mortgage Deed of Trust