

NEIGHBORWORKS® ROCHESTER.
CLOSED LOAN DOCUMENT CHECKLIST

Borrower(s):
Address:
Date Closed:
Loan #:

ALL DOCUMENTS TO BE PLACED IN CHECKLIST ORDER

STANDARD DOCS

- Check Requests Submitted to Program Director
- RLF Customer Information Form
- Note
- Mortgage
- Borrower's Certification & Authorization
- Error & Omissions
- Loan Closing Statement
- Construction Loan Contingency Escrow Agreement
- Right to Cancel
- Mortgagor's Affidavit
- Title Insurance Commitment/Mark-up
- Hazard Insurance Policy/Letter
- HUD I
- Credit Report
- Application (1003)
- City IDIS Completion form
- Verification of Income
- Rehab Program Terms and Conditions
- Good Faith Estimate
- TIL
- 1st Payment Letter
- OTHER: _____
- OTHER: _____

GRANT DOCS

- Grant Note & Mortgage
- AHC Fact Sheet
- OTHER: _____
- OTHER: _____

ESCROW DOCS

- Initial Escrow Account Disclosure Stmt
- Tax Authorization Letters
- Tax Escrow Designation
- OTHER: _____
- OTHER: _____

MISCELLANEOUS DOCS

- W-9
- Servicing Disclosure Statement
- Judgment and Name Affidavit
- Occupancy Affidavit
- NHSA Checklist
- OTHER: _____
- OTHER: _____
- OTHER: _____

COMMENTS/NOTES:
