

**NEW JERSEY HOUSING & MORTGAGE FINANCE AGENCY
PURCHASE SUBMISSION DOCUMENTS TRANSMITTAL**

TO: NJHMFA
637 S. Clinton Avenue
Trenton, NJ 08650

HMFA Loan # _____

Mortgagor

From: _____

Address

City, State Zip Code

The following enclosures are the purchase documents relating to the Mortgage Loan. (Incomplete package will not be accepted by HMFA). A pre-paid overnight envelope made to the sub-servicer.

In the order submitted, with the first item listed on top, the documents are:

- _____ Seventy Nine Dollars (\$79.00) Tax Service Fee - **Check Payable to NJHMFA (does not apply to FHA, VA)**
- _____ Mortgage Schedule HMFA Form 101 (Payment History if required)
- _____ Original Note
- _____ Certified True Copy of Assignment of Mortgage, signed, sealed and in recordable form
- _____ Fully marked up Title Binder, endorsed by title company officer. To include searches (Patriot, Charles Jones, Tax) etc.
- _____ Certificate of Mortgage loan insurance
- _____ Revised Certified True Copy of Mortgage, with revised HMFA 612 and all other applicable riders attached.
- _____ Property Plat Survey-Copy
- _____ Hazard Insurance-Copy
- _____ HUD-I Settlement Statement-Original
- _____ Good Faith Estimate and TIL Disclosure-Original
- _____ Lender's Commitment to borrowers (signed)-Original
- _____ Mortgagor's Affidavit of Title -Original
- _____ Wood Destroying Inspection NPCA-1-Copy, unless damage noted
- _____ Recapture Form (#520)-Original
- _____ PMI Disclosure/Amortization Schedule (If applicable)-Copy
- _____ H-06 Policy – Condominiums only-Copy
- _____ Initial Tax Authorization Notice-Original
- _____ First Payment Letter-Original
- _____ Transfer of Servicing-Original
- _____ Uniform Residential Loan Application (1003)-Original
- _____ Deed-Copy

Smart Start Program: In separate folder

- _____ Original Smart Start Mortgage Note
- _____ Certified True Copy of Mortgage
- _____ Smart Growth Locator Map-Copy

Other:

THIS FORM MUST BE USED WITH DELIVERY OF LOAN FOR PURCHASE.