

**\*\*\*\*NJHMFA Bulletin\*\*\*\***  
**Initial File Submissions to Titan Lenders Corp.**  
**August 18, 2016**

This Bulletin is to clarify what required items must be in the loan file with the initial submission of NJHMFA Homeward Bound loans to Titan Lenders Corp. for the pre-purchase due diligence review.

The following six (6) items must be in the file for the initial audit to begin:

1. Appraisal
2. AUS
3. At least 1 Loan Estimate (LE) dated within 3 days of application (1<sup>st</sup> mortgage, and Smart Start mortgage if applicable).
4. At least 1 Closing Disclosure (CD) dated 3 to 6 days prior to closing (1<sup>st</sup> mortgage, and Smart Start mortgage if applicable).
5. Fully “marked-up” title binder (a/k/a title commitment, title report) containing “omit” and “insure entries” including judgement search, patriot search and bankruptcy search for each borrower or party to take title.
6. Affidavit of Title

If these six (6) items are not in the initial submission file Titan Lenders Corp. cannot start their audit review and will issue a suspense notification to the lender. Once the lender provides this information to Titan the audit will begin.

It is also imperative that your pipeline at Titan be monitored. We are experiencing long periods of inactivity after Titan requests items from the lender. This potentially could jeopardize a loan’s status due to the expiration of valid cure periods under TRID.

We have also experienced a large number of errors on the Affidavit of Title. Please ensure that your proper personnel are reviewing this important document for accuracy.

Please distribute this Bulletin to your appropriate staff members.