

## HomeSeeker Closed Loan Submission Checklist

*For use with HomeSeeker Loan applications made in connection with the Homeward Bound Purchase Program*

**BORROWER NAME(S):** \_\_\_\_\_

HomeSeeker Loan Number: \_\_\_\_\_

Homeward Bound Loan Number: \_\_\_\_\_

**Homeward Bound Loan Type** (check applicable program):     **FHA**         **VA**         **USDA**

HomeSeeker DPA loans are only available to eligible homebuyers who obtain first mortgage financing through the New Jersey Housing and Mortgage Finance Agency’s (NJHMFA) Homeward Bound Mortgage Program. The following counties are targeted and eligible for this program:

**Atlantic, Camden, Essex, Gloucester, Passaic and Union**

This program is not available to any other counties, and must be accompanied by a Homeward Bound NJHMFA first mortgage. **Certain exhibits are program specific, please make sure you identify the applicable loan program and submit exhibits and documentation accordingly. We do not accept loans closed in MERS.**

HomeSeeker prior approval underwriting packages are to be submitted to the Agency for approval prior to closing your loans. The request for HomeSeeker prior approval is to be sent directly to the Agency once the Homeward Bound Loan has been approved by your DE Underwriter. The following HomeSeeker DPA closed loan documents are required for each prospective HomeSeeker Closed Loan submission. The required documents are to be secured with an **ACCO- fastener**, and must be arranged in the order listed with this Checklist on top. **Reminder: electronic signatures are not allowed on NJHMFA loan documents. All Power of Attorney documents must be reviewed and approved prior to closing.**

**Please be sure to read the attached documentation checklist instructions.**

Enc: Check all that apply	Item #:	Required for:	Form ID:	Document Name:
<input type="checkbox"/>	1	ALL*	ILRS Reservation Confirmations (2	1. For First Mortgage Loan (Homeward Bound) 2. For HomeSeeker Loan
<input type="checkbox"/>	2		MCAW 92900 LT	FHA Loan Underwriting & Transmittal Form – Final
<input type="checkbox"/>	3	VA	26-6393	VA Loan Analysis – Program specific – Final
<input type="checkbox"/>	4	VA	26-0286	VA Loan Summary Sheet – Program Specific - Final
<input type="checkbox"/>	5	USDA	RD 1980-18	USDA Conditional Commitment – Prg Specific – Final
<input type="checkbox"/>	6	USDA	RD 1980-17	USDA Loan Note Guarantee – Prg Specific - Final
<input type="checkbox"/>	7	FHA	AUS Findings	Automated Underwriting Findings
<input type="checkbox"/>	8	ALL*	1003 (Final)	Uniform Residential Loan Application
<input type="checkbox"/>	9	ALL*	FHA Award letter	Original Fully Executed – Wet signatures
<input type="checkbox"/>	10	ALL*	Note	Original Fully Executed Note
<input type="checkbox"/>	11	ALL*	Mortgage	Certified True Copy
<input type="checkbox"/>	12	ALL*	Dodd Frank Affidavit	Dodd Frank Affidavit – Original Fully Executed
<input type="checkbox"/>	13	ALL*	(LE) Loan Estimate	Loan Estimate – HomeSeeker Specific Form. Timely issued, executed and dated by Borrowers. All versions issued together with any Change of Circumstances (COC) and explanations must be provided. HomeSeeker Loans require a Separate LE from the first mortgage loan application.
<input type="checkbox"/>	14		(CD) Closing disclosure	Closing disclosure – HomeSeeker Specific Form. Timely issued, executed and dated by Borrowers. All versions issued HomeSeeker Loans require a Separate CD from the first mortgage loan application.
<input type="checkbox"/>	15	ALL*	HMFA301HS	Mortgagor’s affidavit
<input type="checkbox"/>	16	ALL*	QC Form	Quality Control Release Form
	17	ALL*	HUD Counseling Certificate	HUD Counseling Certificate of completion
<input type="checkbox"/>	18	ALL*		Smart Growth Locator Map
<input type="checkbox"/>	19	ALL*	VA Eligibility	VA Eligibility Certificate
<input type="checkbox"/>	20	ALL*	ALTA HUD	ALTA Settlement Statement

\* ALL DENOTES: FHA, VA, and USDA Loans

Please forward the completed HomeSeeker checklist together with the requested documentation as follows:

**NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY**  
**ATTENTION: Single Family Division**  
**637 SO. CLINTON AVENUE**  
**TRENTON NJ 08611**  
**(For use with overnight delivery services)**

**PARTICIPATING LENDER CONTACT INFORMATION:**

Please provide the name and contact information of the party submitting this HomeSeeker closed loan file.

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

**This checklist is to be provided with the submission package.**

Please note, if a HomeSeeker Loan is found to be defective or fatally flawed for any reason, and the defects or flaws cannot be resolved the Agency will not purchase the HomeSeeker Loan or the accompanying Homeward Bound First Mortgage Loan.

**Please keep in mind that incomplete packages, unsigned documents and incorrect information will delay the purchase process. In addition, any loan revisions following the initial Prior Approval Underwriting Submission to the Agency must be forwarded to the Agency for an updated approval prior to the loan closing occurring. Additional conditions and/or a revised HomeSeeker Award letter (FHA) may be required.**

**These instructions should be retained for your reference.**

----- FOR FHA APPLICATIONS ONLY -----

**HomeSeeker FHA AWARD LETTER:**

Please provide the original, fully executed HomeSeeker FHA Award Letter with this closing package.

**Important:**

Upon approval only one original award letter will be issued. It will be incumbent upon the Participating Lender to ensure that the original award letter is executed and returned to the Agency together with the post-closing package.

## HomeSeeker Closed Loan Submission Checklist / Program Instructions

*For use with HomeSeeker Closed Loans made in connection with the Homeward Bound Purchase Program*

**BORROWER NAME(S):** \_\_\_\_\_

HomeSeeker Loan Number: \_\_\_\_\_ Homeward Bound Loan Number: \_\_\_\_\_

**HomeSeeker Loan Type** (check applicable program):     **FHA**             **VA**             **USDA**

Please read the instructions carefully, improper or incomplete submissions may result in a delay in purchasing your loans or the inability to purchase either the Homeward Bound or HomeSeeker loans.

In Sub	#	Required	Form ID:	Doc Name:	Original or Copy	Special Instructions:
<input type="checkbox"/>	1	ALL*	ILRS Reservation Confirmations (2)	Internet Loan Reservation System Confirmation Document	Copy	Confirmation from NJHMFA through the ILRS (Internet Loan Reservation System). Copies for both loans are required, the reservations must be current at the time of submission and approval. All extensions applied for must also be evidenced by the ILRS confirmations for same.
<input type="checkbox"/>	2		MCAW 92900 LT	Loan Underwriting & Transmittal Form	Copy	To be fully completed and must be signed by DE Underwriter if a manual underwrite. All information to be consistent with 1003 and AUS.
<input type="checkbox"/>	3	VA	26-6393	VA Loan Analysis	Copy	Fully completed, and all information to be consistent with Loan Application
<input type="checkbox"/>	4	VA	26-0286	VA Loan Summary Sheet	Copy	Fully completed, and all information to be consistent with Loan Application
<input type="checkbox"/>	5	USDA	RD-1980-18	USDA Conditional Commitment	Copy	Fully completed, and all information to be consistent with Loan Application. Commitment to be valid at time of submission and not expired.
<input type="checkbox"/>	6	USDA	RD-1980-17	USDA Loan Note Guarantee	Copy	Fully completed, and all information to be consistent with Loan Application
<input type="checkbox"/>	7	FHA	AUS Findings	Automated Underwriting System Findings	Copy	The Agency requires the final issued and used for approval during the application process. Any change of circumstances involving financial aspects of the application and costs associated with the loan will require updated AUS Findings. All AUS Findings must be consistent and support information on final 1003, LE and Government approval forms. Any changes that occur following the AUS submission used by the lender and included in the Agency's HomeSeeker prior approval review require revised AUS Findings be forwarded to the Agency for an updated approval prior to the loan closing occurring. Additional conditions and/or a revised HomeSeeker Award Letter (FHA) may be required.
<input type="checkbox"/>	8	ALL*	1003 (Final UW)	Uniform Residential Loan Application (Final)	Copy	Final Approved underwriting 1003 The version issued in connection with the Loan Approval. Fully completed and dated. Must be consistent with 1003, AUS, Gov't Approval Form. If any changes to the 1003 used by the lender and included in the Agency's HomeSeeker prior approval review package occur, a revised 1003 must be forwarded to the Agency for an updated approval prior to the loan closing occurring. Additional conditions and/or a revised HomeSeeker Award Letter (FHA) may be required.
<input type="checkbox"/>	9	ALL*	FHA	FHA Award letter	Original	Original fully executed with wet signatures
<input type="checkbox"/>	10	ALL*		Note	Original	Fully executed – endorsed to New Jersey Housing and Mortgage Finance Agency, if the loan was closed in the lenders name. All HomeSeeker loans should be closed in the agency name.

<input type="checkbox"/>	11	ALL*		Mortgage	Certified true copy	Certified true copy of the original – stamped certified true copy, fully executed
<input type="checkbox"/>	12	ALL*		Dodd Frank Affidavit	Original	Fully executed – required for all mortgagors
<input type="checkbox"/>	13	ALL*	(LE)	Loan Estimate (LE)	Copy	Loan Estimate – HomeSeeker Specific Form. Timely issued, executed and dated by Borrowers. All versions issued together with any Change of Circumstances (COC) and explanations must be provided. HomeSeeker Loans require a Separate LE from the first mortgage loan application.
<input type="checkbox"/>	14	ALL*	(CD)	Closing Disclosure (CD)	Copy	Closing disclosure – HomeSeeker Specific Form. Timely issued, executed and dated by Borrowers. All versions issued HomeSeeker Loans require a Separate CD from the first mortgage loan application.
<input type="checkbox"/>	15	ALL*		HMFA301HS	Original	Mortgagor’s affidavit specific to HomeSeeker DPA Program
<input type="checkbox"/>	16	VA		QC Form	Original	Quality Control Release Form – executed by all borrowers
<input type="checkbox"/>	17	ALL*		HUD Counseling Cert	Copy	HUD Counseling Certificate of completion from approved HUD counseling agency
<input type="checkbox"/>	18	ALL*		Smart Growth Locator Map	Copy	If the loan is reserved at lock under Homeseeker- this map is a requirement in the UW submission. The Property must be located in a Smart Growth area as determined by the NJHMFA’s Site Evaluator. The map must reflect the property location and address. * FHA: Please review condition requiring FHA Smart Start Award Letter to be signed at closing and delivered with the purchase package.
<input type="checkbox"/>	19	ALL*		VA Eligibility Certificate	Copy	Certificate of eligibility, <b>required only when utilizing Veteran’s Exception for eligibility. Veteran will not need to meet First Time Homebuyer requirement. Please refer to program Fact Sheet.</b>
<input type="checkbox"/>	20	ALL*		ALTA Settlement Statement	Copy	Fully executed settlement statement authorizing Loan proceed disbursements.

\* ALL DENOTES: FHA, VA, and USDA Loans

## Operations Staff Contact Information

<b>Jason Fowler</b>	<b>Manager of Government Loans</b>	<b>609-278-7561</b>	<b>jafowler@njhmfa.gov</b>
<b>Valerie Dromboski</b>	<b>Manager of Operations</b>	<b>609-278-7504</b>	<b>vdromboski@njhmfa.gov</b>
<b>Monica Steele-Taylor</b>	<b>Sr. Loan Purchase Specialist</b>	<b>609-278-7348</b>	<b>msteele-Taylor@njhmfa.gov</b>
<b>Karen Galgani</b>	<b>Document Reviewer</b>	<b>609-278-7489</b>	<b>kgalgani@njhmfa.gov</b>
<b>Tina White</b>	<b>Document Reviewer</b>	<b>609-278-7648</b>	<b>tcwhite@njhmfa.gov</b>
<b>Ewa Chetnik</b>	<b>Document Reviewer</b>	<b>609-278-7387</b>	<b>echetnik@njhmfa.gov</b>

All Submission Packages are to be sent to:

**NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY**

**ATTENTION: Single Family Division**

**637 SO. CLINTON AVENUE**

**TRENTON NJ 08611 (For use with overnight delivery services)**

HMFA-99 (HS)

NJHMFA HomeSeeker Closed Loan Submission Checklist – Form for distribution

12.04.17