

New Jersey Housing and Mortgage Finance Agency

Purchase Review Submission Checklist – HFA Advantage Conventional

Borrower Name(s):

Agency 1st Mortgage Loan Number:

Smart Start Loan #

COMPLETE LOAN FILES MUST BE UPLOADED TO METAWORX

The form HMFA FORM 100 “Delivery Transmittal Form” and forms should be in the order specified thereon.

*Items listed below **DO NOT** constitute a complete loan file but necessary documents to complete purchase review*

HMFA Seller’s Guide and checklist definitions can be found on our website at

<https://www.njhousing.gov/dca/hmfa/lenders/lenderportal/>

Enc:	Item #:	Required for:	Form ID:	Document Name:
<input type="checkbox"/>	1		HMFA 100A (HFA)	Purchase Submission Cover Sheet
<input type="checkbox"/>	2	1 st Mortgage	Notes	HFA Advantage Note – CTC initialed
<input type="checkbox"/>	3	1 st Mortgage	Mortgage	HFA Advantage Mortgage - CTC initialed
<input type="checkbox"/>	4		Appraisal	Full Appraisal
<input type="checkbox"/>	5		LPA (AUS)	Freddie Mac Loan Product Advisor
<input type="checkbox"/>	6	DPA	Note	DPA Note - CTC initialed
<input type="checkbox"/>	7	DPA	Mortgage	DPA Mortgage - CTC initialed
<input type="checkbox"/>	8	1 st Mortgage & DPA	LE	Loan Estimate (LE)- All Versions
<input type="checkbox"/>	9	1 st Mortgage & DPA	CD	Closing Disclosure (CD) -All Versions
<input type="checkbox"/>	10		1003	Uniform Residential Loan Application - All Versions
<input type="checkbox"/>	11		1077/1008	Freddie Mac/FNMA Transmittal Summary
<input type="checkbox"/>	12	1 st Mortgage & DPA	HMFA 101	Mortgage Schedule for 1 st & 2 nd Mortgages
<input type="checkbox"/>	13			Deed
<input type="checkbox"/>	14	1 st Mortgage	HMFA 142	Assignment of Mortgage (do not mark original/CTC)
<input type="checkbox"/>	15			Title Binder
<input type="checkbox"/>	16		Survey	Property Plat Survey or No-Survey Endorsement
<input type="checkbox"/>	17	1 st Mortgage	MIC	Certificate of Mortgage Insurance
<input type="checkbox"/>	18			Initial Escrow Account Disclosure Statement
<input type="checkbox"/>	19			Initial Tax Authorization Notice
<input type="checkbox"/>	20			First Payment Letter
<input type="checkbox"/>	21		HO3	Standard Hazard Insurance Policy
<input type="checkbox"/>	22	Condo	HO-6	H -06 Hazard Insurance Policy
<input type="checkbox"/>	23	Condo or PUD		Condo/PUD Limited Liability Certification
<input type="checkbox"/>	24	PUD		HOA Questionnaire
<input type="checkbox"/>	25		HOI –Processors Cert	Required for any loan not purchased by the NJHMFA within 60
<input type="checkbox"/>	26			Lender's Commitment to borrowers
<input type="checkbox"/>	27		NPMA-33	Wood Destroying Pest Inspection NPMA-33 (as required)
<input type="checkbox"/>	28	1 st Mortgage	HELLO / GOODBYE	Notice of Assignment, Sale of transfer of Servicing Rights
<input type="checkbox"/>	29	POA		Power of Attorney Buyer/Seller
<input type="checkbox"/>	30		ECOA	Equal Credit Opportunity Disclosure
<input type="checkbox"/>	31			Borrowers Certification & Authorization
<input type="checkbox"/>	32			AKA Statement/Name Affidavit
<input type="checkbox"/>	33			Privacy Policy
<input type="checkbox"/>	34			W-9
<input type="checkbox"/>	35			Compliance Agreement - Errors & Omissions Form
<input type="checkbox"/>	36			Acknowledge of receipt of Appraisal Report
<input type="checkbox"/>	37			Earnest Money Deposit
<input type="checkbox"/>	38		VVOE	Verbal Verification of Employment
<input type="checkbox"/>	39			Hazard Insurance Transfer Letter
<input type="checkbox"/>	40			Flood Hazard Determination Letter
<input type="checkbox"/>	41			Patriot Act
<input type="checkbox"/>	42		HUD	HUD Counseling Certificate (if applicable)
<input type="checkbox"/>	43			Settlement Service Provider list
<input type="checkbox"/>	44			QC Verification Form
<input type="checkbox"/>	45			Alta HUD Settlement
<input type="checkbox"/>	46			Complete Credit Package
<input type="checkbox"/>	47			Complete Disclosure Package
<input type="checkbox"/>	48			Address Affidavit
<input type="checkbox"/>	49			Complete Closing Package
<input type="checkbox"/>	50			Wire Instructions

MISCELLANEOUS

Collateral Trailing Documents: Must be submitted no later than 120 days after the loan closing along with the Custodial Certificate (HMFA 301). In the instance where the Trailing Documents have been outstanding for more than 120 days from the Purchase Date, NJHMFA has the right to charge/collect from the Participating Lender a fee of \$25, per Trailing Document or the actual recovery cost and recorded costs, whichever is greater.

***All ORIGINAL COLLATERAL AND RECORDED DOCUMENTS MUST BE SENT TO
DIRECTLY TO NJHMFA.***

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

ATTENTION: **SF: HFA ADVANTAGE COLLATERAL DOCUMENTS**

637 SO. CLINTON AVENUE, TRENTON NJ 08611

(For use with overnight delivery services)

Purchasing Staff Contact Information

Mark Furey	Mgr. of Post-Closing Operations	609-278-7504	mfurey@njhmfa.gov
Tina White	Sup. Of Post-Closing Operations	609-278-7648	tcwhite@njhmfa.gov
Monica Steele-Taylor	Sr. Loan Purchase Specialist	609-278-7348	msteele-Taylor@njhmfa.gov
Karen Galgani	Purchaser	609-278-7489	kgalgani@njhmfa.gov
Melanie Dombro	Purchaser	609-278-7387	mdombro@njhmfa.gov
Deborah Jackson	Purchaser	609-278-8463	djackson@njhmfa.gov