

New Jersey Housing and Mortgage Finance Agency

Purchase Review Submission Checklist – Homeward Bound / First Time Homebuyer

Borrower Name(s): _____

Agency 1st Mortgage Loan Number: _____ Homeseeker / Smart Start Loan # _____

Delivery packages are to be sent to: **MetaSource. Care of digital upload policy via MetaWorx**

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

All items are needed for MetaSource initial audit, your file will be suspended without them

HMFA Seller’s Guide and checklist definitions can be found on our website at <http://www.nj.gov/dca/hmfa/lenders/>

| Enc: | Item #: | Required for: | Form ID: | Document Name: |
|--------------------------|---------|---------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1 | ALL | HMFA 100 (MBS) | Purchase Submission Cover Sheet |
| <input type="checkbox"/> | 2 | ALL | Notes (1 st) | Homeward Bound Note – CTC initialed |
| <input type="checkbox"/> | 3 | ALL | Mortgage (1 st) | Mortgage - CTC initialed |
| <input type="checkbox"/> | 4 | ALL | Appraisal | Full Appraisal(All) and Valid Appraisal License(FHA only) |
| <input type="checkbox"/> | 5 | ALL | AUS | Automated Underwriting Findings |
| <input type="checkbox"/> | 6 | ALL | Note (DPA) | 2 nd Lien Homeseeker / Smart Start Note - CTC initialed |
| <input type="checkbox"/> | 7 | ALL | Mortgage (DPA) | 2 nd Lien Mortgage - CTC initialed |
| <input type="checkbox"/> | 8 | 1 st Mortgage & DPA | LE | Loan Estimate (LE) – Final CTC initialed |
| <input type="checkbox"/> | 9 | 1 st Mortgage & DPA | CD | Closing Disclosure (CD) – Final CTC initialed |
| <input type="checkbox"/> | 10 | ALL | Final 1003 | Uniform Residential Loan Application (FINAL) |
| <input type="checkbox"/> | 11 | ALL | HMFA 101 | Mortgage Schedule for 1 st & 2 nd Mortgages |
| <input type="checkbox"/> | 12 | ALL | | Deed |
| <input type="checkbox"/> | 13 | Homeward Bound | HMFA 142 | Assignment of 1 st Mortgage (do not mark original/CTC) |
| <input type="checkbox"/> | 14 | ALL | | Title Binder |
| <input type="checkbox"/> | 15 | Homeseeker | HMFA301HS | Mortgagor's Affidavit specific to Homeseeker |
| <input type="checkbox"/> | 16 | ALL 1st Time Homebuyer | Survey | Property Plat Survey or No-Survey Endorsement *First Time Homebuyer; Survey required per Sellers Guide Section 7-6; Pg 7-13 |
| <input type="checkbox"/> | 17 | >80% LTV | MIC | Certificate of Mortgage Insurance |
| <input type="checkbox"/> | 18 | ALL | FHA SS / HS Award Letter | FHA Mortgage Award Letter |
| <input type="checkbox"/> | 19 | USDA / VA | | Loan Note Guaranty Certificate and Transfer |
| <input type="checkbox"/> | 20 | VA | 26-1820 | Certification of Loan Disbursement |
| <input type="checkbox"/> | 21 | USDA | RD 3555-18 | USDA Conditional Commitment |
| <input type="checkbox"/> | 22 | USDA | RD 1980-19 | Guaranteed Loan Closing Report |
| <input type="checkbox"/> | 23 | ALL | | Initial Escrow Account Disclosure Statement |
| <input type="checkbox"/> | 24 | ALL | | Initial Tax Authorization Notice |
| <input type="checkbox"/> | 25 | ALL | | First Payment Letter |
| <input type="checkbox"/> | 26 | ALL | HO3 | Standard Hazard Insurance Policy |
| <input type="checkbox"/> | 27 | Condo | HO-6 | H -06 Hazard Insurance Policy |
| <input type="checkbox"/> | 28 | Condo or PUD | | Condo/PUD Limited Liability Certification |
| <input type="checkbox"/> | 29 | PUD | | HOA Questionnaire |
| <input type="checkbox"/> | 30 | ALL | HOI –Processors Cert | Required for any loan not purchased by the NJHMFA within 60 days of closing. Final Insurance confirmation |
| <input type="checkbox"/> | 31 | ALL | | Lender's Commitment to borrowers |
| <input type="checkbox"/> | 32 | ALL 1st Time Homebuyer | NPMA-33 | Wood Destroying Pest Inspection NPMA-33-as required *First Time Homebuyer; Cert required per Sellers Guide Section 7-6; Pg 7-12 |
| <input type="checkbox"/> | 33 | 1 st Time Homebuyer | HMFA300 | Mortgagor's Affidavit specific to 1 st Time Homebuyer |
| <input type="checkbox"/> | 34 | ALL | HELLO / GOODBYE | Notice of Assignment, Sale of transfer of Servicing Rights |
| <input type="checkbox"/> | 35 | POA | | Power of Attorney Buyer/Seller (pre-approval prior to closing) |
| <input type="checkbox"/> | 36 | ALL | ECO A | Equal Credit Opportunity Disclosure |
| <input type="checkbox"/> | 37 | ALL | | Borrowers Certification & Authorization |
| <input type="checkbox"/> | 38 | ALL | | AKA Statement/Name Affidavit |
| <input type="checkbox"/> | 39 | ALL | | Privacy Policy |
| <input type="checkbox"/> | 40 | ALL | | W-9 |
| <input type="checkbox"/> | 41 | ALL | | Compliance Agreement - Errors & Omissions Form |
| <input type="checkbox"/> | 42 | ALL | | Acknowledge of receipt of Appraisal Report |
| <input type="checkbox"/> | 43 | ALL | | Earnest Money Deposit |
| <input type="checkbox"/> | 44 | ALL | VVOE | Verbal Verification of Employment |
| <input type="checkbox"/> | 45 | ALL | | Hazard Insurance Transfer Letter |
| <input type="checkbox"/> | 46 | ALL | | Flood Hazard Determination Letter |
| <input type="checkbox"/> | 47 | ALL | | Patriot Act |
| <input type="checkbox"/> | 48 | ALL | HUD | HUD Counseling Certificate |

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|--------------------------|----|--------------------------------|----------------------|-------------------------------------------------------------|
| <input type="checkbox"/> | 49 | ALL | | Settlement Service Provider list |
| <input type="checkbox"/> | 50 | ALL | | QC Verification Form |
| <input type="checkbox"/> | 51 | ALL | | Alta HUD Settlement |
| <input type="checkbox"/> | 52 | ALL | | Complete Credit Package |
| <input type="checkbox"/> | 53 | ALL | | Complete Disclosure Package |
| <input type="checkbox"/> | 54 | Homeseeker | Dodd Frank Affidavit | CTC initialed |
| <input type="checkbox"/> | 55 | ALL | | Address Affidavit |
| <input type="checkbox"/> | 56 | 1 st Time Homebuyer | HMFA161 | Property Sellers Affidavit |
| <input type="checkbox"/> | 57 | 1 st Time Homebuyer | | Potential Tax Recapture Notice |
| <input type="checkbox"/> | 58 | 1 st Time Homebuyer | HMFA612 | 1-4 Family Tax Exempt Financing Rider; Record with Mortgage |

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 Homeward Bound, First Time Homebuyer and DPA Homeseeker / Smart Start
ORIGINAL collateral and recorded documents are to be sent directly to NJHMFA.**

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

ATTENTION: **SF: Government Loan Collateral**

637 SO. CLINTON AVENUE, TRENTON NJ 08611

(For use with overnight delivery services)

Purchasing Staff Contact Information

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|-----------------------------|-------------------------------------|---------------------|----------------------------------|
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