

**USDA CHECKLIST**

Date \_\_\_\_\_ Case # \_\_\_\_\_ Type P R/T C/O  
Borrower \_\_\_\_\_ Loan # \_\_\_\_\_  
Address \_\_\_\_\_ USPS \_\_\_\_\_  
Social Security Number(s) B \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CB \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Rate Lock @ \_\_\_\_\_ % \_\_\_\_\_ months Expires \_\_\_\_\_

The Interest Rate Must be Fixed for the Entire Note. The Rate may not Exceed the Lenders Published rate for VA first Mortgage Loans with no Discount Points, or the Current 90-day Fannie mae Rate Plus 60 basis Points

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**USDA REQUIRED DOCUMENTS**

- CAIVRS
- Property Eligibility
- Income Eligibility
- Branch Equifax Password \_\_\_\_\_ (if not received, new credit will be pulled)
- Form RD 1980-86-Reservation of Funds ---Sent to USDA Office  Yes  No
- Form RD 1980-21 Request for SFH Loan Guarantee

USDA Office: \_\_\_\_\_ Address \_\_\_\_\_  
Phone: \_\_\_\_\_ Contact Person \_\_\_\_\_

Comments: \_\_\_\_\_

**1003/1008**

- Initial Loan Application (1003) Dated \_\_\_\_\_
  - Married  Unmarried
  - Dependents # \_\_\_\_\_ Ages \_\_\_\_\_
  - County Name \_\_\_\_\_

**4506-T**

- 4506-T

**ALL DISCLOSURES**

- FHA Lead Based Paint Notice (if built prior to 1978)
- Mortgage Servicing Transfer (to Reflect 06, 07, 08 100%)
- Truth In Lending Disclosure
- Privacy Act/Patriot Act
- MLO Agreement
- Borrower Signature Authorization
- ECOA Disclosure
- Right to Receive Appraisal
- Virginia Customer Agreement
- Disclosures for Michigan
  - Borrower's Bill of Rights
- Fact Act Disclosure
- Identity of Interest Disclosure
- Good Faith Estimate CC=\$ \_\_\_\_\_  
PP=\$ \_\_\_\_\_
- Arkansas Disclosure Certification
- Kansas Customer Acknowledgement
- List of Agencies
- Consumer Caution & Home Ownership Counseling Notice

Comments: \_\_\_\_\_

**APPRAISAL**

- Appraisal-Dated \_\_\_\_\_ (6 Month Expiration) Appraised Value \$ \_\_\_\_\_
- Subject Property Address Matches USPS
- Pest Inspection
- Site Value (cannot exceed 30%)
- GRH Appraisal Addendum
- Well Certificate
- Septic Certificate
- Subject Property Meets HUD Handbook 4150.2 & 4905.1
- FHA Approved Appraiser

Comments: \_\_\_\_\_

**ASSETS**

- Verification of Deposit Amount \$ \_\_\_\_\_ Date Expires \_\_\_\_\_
- Bank Statements Amount \$ \_\_\_\_\_ Date Expires \_\_\_\_\_
- Retirement Statments Amount \$ \_\_\_\_\_ Date Expires \_\_\_\_\_

Comments: \_\_\_\_\_

**BUILDER DOCS**

- Termite Treatment Certification
- Health Authority Approvl on Water Wells and Septic System
- 92544 (One Year Warranty 8/92)
- 92541 (Builders Certification Form 4/2001)
- Builder's 2-10 Warranty
- Occupancy Cert of Final Inspection

Borrower \_\_\_\_\_ Loan # \_\_\_\_\_  
Address \_\_\_\_\_ USPS \_\_\_\_\_  
Social Security Number(s) B - - CB - -

**COURT DOCS**

- Bankruptcy Papers Including Discharge Discharge Date \_\_\_\_\_
- Divorce Decree
- Court Order Child Support/Alimony  Received for 12 Months  3 Years Continuance
- Child Care Expenses

Comments: \_\_\_\_\_

**CREDIT/ALT TRADELINES**

- Credit Report -Dated \_\_\_\_\_ (90-Day Exp) Borrowers FICO \_\_\_\_\_ Co-Borrowers FICO \_\_\_\_\_
- Alt Tradelines
- Verification of Mortgage/Rental (12 Month History)
- Letter of Explanation for Derogatory Credit Signed by Borrower(s)
- Letter of Explanation for Recent Inquiries

Comments: \_\_\_\_\_

**GIFT LETTER**

- Gift Letter Amount \$ \_\_\_\_\_
- Donor's bank statement verifying available funds
- Documentation showing the transfer of funds from the donor to the borrower(s)

Comments: \_\_\_\_\_

**INCOME DOCS**

- Verification of Employment
- YTD Pay Stub(s) Income \$ \_\_\_\_\_ Date Expired \_\_\_\_\_
- 2007 W-2  2008 W-2
- Verification of Employment (Include Non-Purchasing Spouse)
- YTD Pay Stub(s) Income \$ \_\_\_\_\_ Date Expired \_\_\_\_\_
- 2007 W-2  2008 W-2
- YTD Profit & Loss and Balance Sheet
- 2 Years Individual Tax Returns (all schedules, signed and dated)
- 2 Years Business Tax Returns (all schedules, signed and dated)
- ALL Other Household Income

Comments: \_\_\_\_\_

**PURCHASE CONTRACT**

- Purchase Agreement (original or certified copy) Purchase Price \$ \_\_\_\_\_
- Amendment to Purchase Contract (if applicable) Seller Paid CC \$ \_\_\_\_\_
- Evidence of Earnest Money Held by Closing Agent \$ \_\_\_\_\_

Comments: \_\_\_\_\_

**TITLE/CLOSING**

- Title Commitment-Effective Date \_\_\_\_\_ (90 day Exp) Policy Amount \$ \_\_\_\_\_
- 12 Month Chain of Title
- Tax Certificate Amount \$ \_\_\_\_\_ /Month
- Wire Instructions
- CPL (Gateway)  CPL (American Southwest)
- Title Fee Sheet  Closing Fee Sheet
- Hazard Insurance (must cover 100% Dwelling) Amount \$ \_\_\_\_\_ /month

Comments: \_\_\_\_\_