

### Checklist for Closed-End Home Equity Loans

<b>Note Number:</b>		
<b>Borrower(s):</b>		
<b>Address(es):</b>		
<b>Date(s) of Birth:</b>		
<b>Tax ID(s):</b>		
<b>Credit Bureau Date:</b>		

Yes	No	N/A	Preliminary Documentation
			Completed/Signed Application
			If application for joint credit, is intent to apply jointly evidenced?
			Government Monitoring Information collected (if refinance or HMDA covered transaction)
			Good Faith Estimate
			CHARM Booklet & ARM Disclosure (if adjustable rate loan)
			Copy of Appraisal or Appraisal Notice
			Signed Acknowledgment; Bank Insurance Sales Credit Disclosure (if solicited during application)

Yes	No	N/A	Documentation Obtained Prior to Closing
			Flood Search
			FEMA Notice to Borrower (if property is located in a Special Flood Hazard Area)
			Evidence of Value <ul style="list-style-type: none"> <li>○ Appraisal Date: _____ Mkt. Value: _____</li> <li>○ Assessed Date: _____ Value: _____</li> </ul>
			Title Search:                      Liens needed to be Released:                      Payoffs:
			Evidence of Current Insurance with Bank as Mortgagee
			CIP Documentation Completed (if new customer to the bank – in accordance with Bank’s policy)

Yes	No	N/A	Documentation Package for Closing
			Note
			Real Estate Mortgage
			Truth-in-Lending Disclosure (one copy to borrower and each person having right to rescind)
			Right of Rescission (2 copies to each borrower and each person having right to rescind)
			HUD-1A
			Automatic Transfer Authorization (for auto-debit of monthly payment from bank account – Reg. E)
			Signed Acknowledgment; Bank Insurance Sales Disclosure (if credit insurance sold)
			“Notice to Home Loan Applicant” and credit score disclosure (if credit score used in underwriting)
			“Notice of Negative Reporting” if bank reports credit history to credit reporting agency

Yes	No	N/A	Post Closing
			Properly Signed Loan Documents
			Send Mortgage for Filing
			Verification of Payoffs and Funds Disbursement (after rescission period expires)
			HMDA Reporting Input Form Completed (for HMDA covered loans)
			Add Insurance Expiration Date to Tickler for Follow-up
			Attach Account as O/D protection (if applicable)

<b>Compliance Review</b>	<b>Date:</b>	<b>Reviewer:</b>
<b>Comments:</b>		