

Checklist for Residential Fixed Rate First Mortgage Loan

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

Yes	No	N/A	Preliminary Documentation
			Completed/Signed Application
			Government Monitoring Information collected (if purchase, refinance, or HMDA covered transaction)
			Purchase Agreement (Purchase Only)
			Good Faith Estimate
			Special Information Booklet (Purchase Only)
			Early Truth-in-Lending Disclosure
			Mortgage Servicing Disclosure Statement
			Copy of Appraisal or Appraisal Notice
			Signed Acknowledgement; 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 Appraisal Date: _____ Mkt. Value: _____
			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)
			Private Mortgage Insurance Certificate
			Preliminary Title Opinion
			FACTA Notice to Home Loan Applicant and Credit Score Disclosure
			Notice of Negative Information (if not included on past-due notice)

Documentation Package for Closing			
			Note
			Real Estate Mortgage
			Final Truth-in-Lending Disclosure
			HUD 1/1A
			Initial Escrow Statement
			Right of Rescission (Refinance Only)
			Automatic Transfer Authorization (for auto-debit of monthly payment from bank account – Reg. E)
			Signed Acknowledgement; 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

Post Closing			
			Final Title Opinion
			Recorded Mortgage
			HMDA Report Proof Form Completed
			Verification of Payoffs and Funds Disbursement (after rescission period expires, if applicable)
			Add Insurance Expiration Date to Tickler for Follow-up
			Notice of Assignment (secondary market transactions)
			Annual Escrow Statement

Compliance Review	Date:	Reviewer:
Comments:		