

# New Jersey Housing and Mortgage Finance Agency

## Purchase Review Submission Checklist – Homeward Bound

Borrower Name(s): \_\_\_\_\_

HMFA Homeward Bound Loan Number: \_\_\_\_\_ SS / Homeseeker # \_\_\_\_\_

Delivery packages are to be sent to: **Titan Lenders Corp. 5353 West Dartmouth Avenue, Suite 50, Denver, CO 80227**

The form HMFA FORM 100 "Delivery Transmittal Form" and forms should be in the order specified thereon. **ONLY BORROWERS WHO APPEAR ON THE UNDERWRITING COMMITMENT / APPLICATION ARE TO APPEAR ON ALL PURCHASING DOCUMENTS. NO ONE CAN BE ADDED OR DELETED FROM THESE DOCUMENTS OR THE LOAN WILL NOT BE PURCHASED.** The documents for each prospective mortgage loan must be secured with an acco-type fastener and arranged in the order listed with the first item on top.

**Items 1-9 are needed for Titan initial audit, your file will be suspended without them**

Enc:	Item #:	Required for:	Form ID:	Document Name:
<input type="checkbox"/>	1	ALL	Final 1003	Uniform Residential Loan Application (FINAL)
<input type="checkbox"/>	2	ALL		Original Note
<input type="checkbox"/>	3	ALL		Mortgage
<input type="checkbox"/>	4	ALL	Appraisal	Valid Appraisal License
<input type="checkbox"/>	5	ALL		AUS Findings
<input type="checkbox"/>	6	ALL	DPA	2 <sup>nd</sup> Lien Note
<input type="checkbox"/>	7	ALL	DPA	2 <sup>nd</sup> Lien Security Instrument
<input type="checkbox"/>	8	ALL	LE	Loan Estimate (LE)
<input type="checkbox"/>	9	ALL	CD	Closing Disclosure (CD)
<input type="checkbox"/>	10	ALL	HMFA 100 ( MBS)	Purchase Submission Cover Sheet
<input type="checkbox"/>	11	ALL	HMFA 101	Mortgage Schedule
<input type="checkbox"/>	12	ALL		Deed
<input type="checkbox"/>	13	ALL	HMFA 142	Assignment of Mortgage
<input type="checkbox"/>	14	ALL		Title Binder
<input type="checkbox"/>	15			Mortgagor's Affidavit of Title
<input type="checkbox"/>	16	ALL		Property Plat Survey
<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	VA		VA Loan Guaranty Certificate and Transfer
<input type="checkbox"/>	20	VA	26-1820	Certification of Loan Disbursement
<input type="checkbox"/>	21	USDA	RD 1980-18	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	HOI	Hazard Insurance Policy
<input type="checkbox"/>	27	Condo	HO-6	H -06 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		Final Insurance confirmation
<input type="checkbox"/>	31	ALL		Lender's Commitment to borrowers
<input type="checkbox"/>	32	ALL	NPMA-33	Wood Destroying Pest Inspection NPMA-33
<input type="checkbox"/>	33	ALL		Transfer of Servicing
<input type="checkbox"/>	34	ALL		Notice of Assignment, Sale of transfer of Servicing Rights
<input type="checkbox"/>	35	POA		Power of Attorney
<input type="checkbox"/>	36	ALL	ECOA	Equal Credit Opportunity Disclosure
<input type="checkbox"/>	37	ALL		Borrowers Certification & Authorization
<input type="checkbox"/>	38	ALL		Compliance Agreement
<input type="checkbox"/>	39	ALL		Privacy Policy
<input type="checkbox"/>	40	ALL		W-9
<input type="checkbox"/>	41	ALL		Errors & Omissions Form
<input type="checkbox"/>	42	ALL		Acknowledge of receipt of Appraisal Report
<input type="checkbox"/>	43	PURCHASE		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		HUD	HUD Counseling Certificate

HMFA 100 (MBS)

NJHMFA Purchase Review Homeward Bound Checklist & Instructions – Form for Titan Metasource and Lender distribution  
8.29.17 G:\Checklists\2017\HOMEBOUND

<input type="checkbox"/>	49			Settlement Service Provider list
<input type="checkbox"/>	50			QC Verification Form
<input type="checkbox"/>	51			Alta HUD Settlement

# New Jersey Housing and Mortgage Finance Agency

## *Purchase Review Submission Checklist & Homeward Bound Instructions*

BORROWER NAME(S): \_\_\_\_\_

Delivery packages are to be submitted with HMFA FORM 100 "Delivery Transmittal Form" and forms should be in the order specified thereon. **ONLY BORROWERS WHO APPEAR ON THE UNDERWRITING COMMITMENT / APPLICATION ARE TO APPEAR ON ALL PURCHASING DOCUMENTS. NO ONE CAN BE ADDED OR DELETED FROM THESE DOCUMENTS OR THE LOAN WILL NOT BE PURCHASED.** Original loan documents for each prospective mortgage loan must be secured with an acco-type fastener and arranged in the order listed with the first item on top.

HMFA Seller's Guide can be found on our website at [www.njhousing.gov](http://www.njhousing.gov)

In Sub?	#	Required?	Form ID:	Doc Name:	Copy?	Special Instructions:
<input type="checkbox"/>	1	ALL	Final 1003	Uniform Residential Loan Application (FINAL)	Original	Signed by Borrowers
<input type="checkbox"/>	2	ALL		Original Note	Original	Original endorsed to NJHMFA with original signature – late 4% - 15 days
<input type="checkbox"/>	3	ALL		Mortgage	CTC	Completed as original, signed, sealed, with "prepared by" and "acknowledgement" containing all signatures, copy of description and all riders. MERS LANGUAGE IS NOT ACCEPTABLE ON NJHMFA LOANS
<input type="checkbox"/>	4	ALL	Appraisal	Valid Appraisal License		
<input type="checkbox"/>	5	ALL				AUS Findings
<input type="checkbox"/>	6	ALL		DPA		2 <sup>nd</sup> Lien Note
<input type="checkbox"/>	7	ALL		DPA		2 <sup>nd</sup> Lien Security Instrument
<input type="checkbox"/>	8	ALL		TRID Loan Estimate or, if issued prior to October 3, 2015, Good Faith Estimate		<p>Stamped Final. Compliance: Lender is liable and responsible for compliance with all applicable consumer lending laws and regulations in effect at the time of closing of the mortgage loan. This submission must include:</p> <p>A) The initial Loan Estimate/GFE, as applicable, and Settlement Services Provider list.</p> <p>B) All subsequent Loan Estimates/GFEs in reverse chronological order, including dates of issuance, full documentation of change in circumstances (COC) and the date of such change. Screenshot of COCs accepted.</p> <p>C) The final document to be stamped or marked "FINAL" on the disclosure.</p> <p>D) In all versions, the tax service fee should be disclosed as follows:</p> <p>1) Loan Estimate: disclose the charge and the fee in Section B of "Closing Cost Details"</p> <p>2) GFE: disclose the charge and the fee in the section titled "your charges for all other settlement services" #3, documentation of change in circumstances (COC) and the date of such change. Screenshot of COCs accepted.</p> <p>C) The final document to be stamped or marked "FINAL" on the disclosure.</p>

						D) In all versions, the tax service fee should be disclosed as follows: 1) Loan Estimate: disclose the charge and the fee in Section B of "Closing Cost Details" 2) GFE: disclose the charge and the fee in the section titled "your charges for all other settlement services" #3, Required Services That We Select.
<input type="checkbox"/>	9	ALL	HUD1	TRID Closing Disclosure or if the loan closed prior to October 3, 2015, HUD-1 Settlement Statement		A) The Closing Disclosure/HUD-1 Settlement Statement, as applicable, is to reflect all charges to the borrower in connection with the loan, whether paid outside closing, or at closing.  B) Any items paid outside closing should be marked "POC."  C) Must show proof of Escrows for Hazard Insurance, Mortgage Insurance, Taxes and Association fee, if applicable. When hazard insurance is included in the Condo fee, show proof of HO6 policy with paid receipt with coverage no less than \$50,000 and that the premium is part of the mortgage payment. The Agency requires a 2 month cushion for escrows.  D) The Closing Disclosure must include executed signatures for all mortgagors at "Confirm Receipt" on page 5.  E) The tax service fee is to be disclosed as follows: 1) Closing Disclosure: The tax service fee and its charge should appear at Section B of "Closing Cost Details" on both forms of disclosure. 2) HUD-1: The tax service fee and its charge should be listed on the HUD-1 Settlement statement at line 806.  F) Credits to borrowers post closing: 1) In all instances, the Agency must be provided a copy of the letter from the Settlement Agent to the borrower(s) that explains the need to amend the form. 2) Amended Closing Disclosure: the credit for reimbursement must appear as such in the "Adjustments" section in which the original amount was disclosed and as may otherwise be required by the TRID regulations. 3) Amended HUD-1: the credit for reimbursement may be listed in Section 200, "Amounts Paid by or in behalf of Borrower". The credit may be listed in the "Adjustments" blank lines 213 to 219.
<input type="checkbox"/>	10	ALL	HMFA 100 ALL	Purchase Submission Cover Sheet	Copy	HMFA -100 must include self-addressed pre-paid envelope to the Sub-Servicer. Tax Service Fee does not apply to FHA, VA loans.
<input type="checkbox"/>	11	ALL	HMFA 101	Mortgage Schedule	Original	To be completed in its entirety with clear wiring instructions. This form must include a name, telephone number and executed by an officer of the company. Payment history must accompany form 101 when submitted after first payment. If wiring instructions are going to be changed, you must submit the new wire instructions via e-mail or fax to my attention prior to sending in the loan with new wire instructions.
<input type="checkbox"/>	12	ALL		Deed	Copy	Must match vesting on prelim title commitment exactly. Will require an amended policy.
<input type="checkbox"/>	13	ALL	HMFA 142	Assignment of Mortgage	CTC	Certified True Copy, completed as original, signed, and in recordable form, "prepared by" and "acknowledgement" to contain all signatures. The Assignment is to be recorded at the same time as the mortgage.
<input type="checkbox"/>	14	ALL		Title Binder	Copy	Signed by appropriate title officer, must not be over six months old, showing borrowers' complete legal names and marital status, the correct mortgage amount, and name NJHMFA, or your institution, with "and/or assigns" added. The legal description in the binder must agree with the survey, and be either a metes and bounds or a filed map description. The binder must contain a survey endorsement, or the survey exception must be removed

						in the binder. Alta 8.1 & 9 etc. endorsements to be attached where applicable. The binder should be <b>fully marked up</b> as to open mortgages "satisfied," tax and assessments "paid through current quarter, subsequent billings not yet due and payable," and exceptions removed or insured over. Searches must be included (Charles Jones, Patriot Act, etc.). We require the standard FNMA/FHLMC affirmative insurance language for easements, restrictions, and covenants, agreements, etc. and insurance against loss or damage for minor encroachments. A closing agent/lender certification attached to the binder will be acceptable in lieu of markup.
<input type="checkbox"/>	15	ALL		Mortagor's Affidavit of Title	Original	Form to be supplied by lender or closing agent. Allstate/Blumberg/Attorney form is acceptable. Must have marital information section completely filled in, refer to any same/similar name judgments, and cover any other names borrower is/has been known by. If any judgments show against name of purchasers, affidavit must state either they are not against them, or if they are against them, they must be satisfied prior to closing and we must be furnished proof of same (warrant to satisfy judgment. Attach divorce decree if applicable. Acknowledge bankruptcies. Must show property address and/or title binder commitment number.
<input type="checkbox"/>	16	ALL		Property Plat Survey	Copy	Not to be over six months old, certified to borrowers, lender and Title Company with surveyor signature, license number and raised seal, acceptable to Title Company.
<input type="checkbox"/>	17	>80% LTV	MIC	Certificate of Mortgage Insurance	Copy	To contain lender signature, date of closing, and amount remitted, which must agree with HUD-1. Coverage must be in accordance with program requirements. The certificate must be clear of conditions. Loans processed under the FHA, VA and/or RECD guidelines must have the appropriate insurance or guarantee.
<input type="checkbox"/>	18	FHA SS /HS		FHA Mortgage Award Letter	Original	FHA Award Letter-Required on all FHA loans with Smart Start or Homeseeker assistance - Must be original wet signatures
<input type="checkbox"/>	19	VA		VA Loan Guaranty Certificate and Transfer	Copy	
<input type="checkbox"/>	20	VA	26-1820		Copy	Certification of Loan Disbursement
<input type="checkbox"/>	21	USDA	RD 1980-18	USDA Conditional Commitment	Copy	RD 1980-18/RD 1980-19
<input type="checkbox"/>	22	USDA	RD 1980-19	Guaranteed Loan Closing Report	Copy	RE 1980-19/RE 1980-20
<input type="checkbox"/>	23	ALL		Initial Escrow Account Disclosure Statement	Original	
<input type="checkbox"/>	24	ALL		Initial Tax Authorization Notice	Original	Must be completed in its entirety.
<input type="checkbox"/>	25	ALL		First Payment Letter	Original	
<input type="checkbox"/>	26	ALL	HOI	Hazard Insurance	Copy	Must have 1 year paid premium, if paid outside of closing, a paid receipt must be included in loan file.

<input type="checkbox"/>	27	Condo	HO-6	H -06 Policy	Copy	
<input type="checkbox"/>	28	Condo or PUD		Condo/PUD Limited Liability Certification	Copy	
<input type="checkbox"/>	29	PUD		HOA Questionnaire		
<input type="checkbox"/>	30	ALL		Insurance		Confirmation with insurance agent the effective date of the policy, contact phone number and who they spoke with.
<input type="checkbox"/>	31	ALL		Lender's Commitment to borrowers	Original	Your commitment signed and dated by borrowers and Lender.
<input type="checkbox"/>	32	ALL	NPMA-33	Wood Destroying Pest Inspection NPCA-I	Copy	Copy unless damage noted then original signatures is required. Certification can be no older than 6 months prior to the loan closing. A certification stating all damages & treatments have been repaired & completed is required. Inspection Report to be a HUD form NPMA-33. Any infestation is to be cured. Any damage noted, either from wood destroying insects or other causes, is to be certified, or noted that damage is minor, cosmetic and does not affect the structural integrity of premises. Certification is to be from inspection company or trade expert and must be signed by borrowers.
<input type="checkbox"/>	33			Transfer of Servicing	Original	
<input type="checkbox"/>	34	ALL		Notice of Assignment, Sale of transfer of Servicing Rights	Original	
<input type="checkbox"/>	35	POA		Power of Attorney	Copy	Must be pre-approved by NJHMFA. Delivery must include copy of recorded, title company approved POA. Any and all corrections must be initialed. Authorization letters are not acceptable.
<input type="checkbox"/>	36	ALL	ECOA	Equal Credit Opportunity Disclosure		
<input type="checkbox"/>	37	ALL		Borrowers Certification & Authorization		
<input type="checkbox"/>	38	ALL		Compliance Agreement		

<input type="checkbox"/>	39	ALL		Privacy Policy		
<input type="checkbox"/>	40	ALL		W-9		
<input type="checkbox"/>	41	ALL		Errors & Omissions Form		
<input type="checkbox"/>	42	ALL		Acknowledge receipt of Appraisal Report		Confirmation signed by the borrower that they have received a copy of their appraisal report.
<input type="checkbox"/>	43	PURCHASE		Earnest Money Deposit		
<input type="checkbox"/>	44	ALL	VVOE	Verbal Verification of Employment		Must be within 10 business days of closing
<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 Counseling Certificate		Provide fully executed housing counseling certificate evidencing all applicants have met the required counseling with an approved HUD counselor.
<input type="checkbox"/>	49	ALL		Settlement Service Provider list		
<input type="checkbox"/>	50			QC Reverification Form		
<input type="checkbox"/>	51			Alta HUD Settlement		

## MISCELLANEOUS

**Collateral 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 recorded Smart Start/ Homeseker documents are to be sent directly to NJHMFA.

## PURCHASING STAFF

Jason Fowler	Manager of Government Loans	609-278-7561	jafowler@njhmfa.gov
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