



NDL2/NDL3 Correspondent Loan Delivery Transmittal Closing Package Checklist

LOAN IDENTIFICATION AND LENDER CONTACT INFORMATION

GHMC Loan #: _____ Borrower Name: _____

NDL2/NDL3 Correspondent: _____

Contact Person: _____ Phone: _____

Contact Email: _____

CLOSED LOAN PACKAGE: Go to Funding tab, click on UPLOAD button, then click SELECT CONDITION button or DRAG/DROP FILE, then click SUBMIT CONDITIONS to upload Closed Loan Package.

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| _____ GHMC Commitment Confirmation | _____ Name Affidavit |
| _____ GHMC NDL2/NDL3 Correspondent Loan Delivery Transmittal*** | _____ IRS form W-9 |
| _____ Copy of Original Note | _____ Quality Control Authorization |
| _____ Copy of Original Allonge to Note (if applicable)* | _____ Payment Letter |
| _____ Bailee or Wire Instructions* | _____ Occupancy Affidavit |
| _____ Security Instrument & all applicable Riders | _____ Mailing Address Cert |
| (certified copy) must be MERS document | _____ Employment & Credit Affidavit |
| _____ Power of Attorney (certified copy) if applicable | _____ Revision/Compliance Agreement |
| _____ MIN Registration Confirmation | _____ Property Condition Disclaimer (FHA/VA) |
| _____ Proof of payment of upfront MIP, VAFF | _____ Warranty Deed |
| (DO NOT remit Upfront PMI or RD fee; provide refinance | _____ Copy of Seller's POA (if applicable) |
| Authorization results on FHA to FHA refinances) | _____ Termite Inspection/Soil Treatment (if applicable) |
| _____ Closing Instructions ** | _____ Septic Inspection (if applicable) |
| _____ Initial CD(s) and evidence of delivery to borrower(s) | _____ Real Estate Cert/Amendatory Clause (if applicable) |
| _____ Final CD executed at closing and any PCCD's as applicable | _____ HUD 92561 Hotel & Transient (FHA 2-4 unit prop) |
| _____ Initial Escrow Account Disclosure | _____ PMI disclosure/Amortization Schedule (if applicable) |
| _____ Fully executed final URLA / 1003 and | _____ New Construction Documents (if applicable) |
| Demographic Addendum | _____ Survey (if applicable) |
| _____ Fully executed 92900a for FHA/VA loans | _____ Customer Identification Verification |
| _____ Escrow Waiver Agreement (if applicable) | _____ Other Loan Specific Docs (VA/FHA/RD if applicable) |
| _____ Life of Loan Flood Cert | _____ Applicable State Disclosures/Documents |
| _____ Right of Rescission notice (if applicable) | _____ Certification for Individual Unit Financing (FHA &RD) |
| _____ Homeowners Policy or Dec page with paid receipt | _____ RD Guaranty Loan Closings Report (1980-19) |
| _____ Flood Policy or Application with paid receipt (if applicable) | _____ Fannie and Freddie UCD Reports for submission of final |
| _____ 4505-C w/all sections complete and years noted | CD (Conventional loans only) (To be transferred to |
| _____ Tax Information Sheet completed in entirety | GHMC upon loan purchase) |

*Original Note, Allonge (if applicable), warehouse banks POA (if applicable) and Bailee Letter or Wire Instructions must be delivered to GHMC via overnight mail

** Include Fee Details Form and Discount Points Form

***This Transmittal Form does not and is not intended to provide a complete list of the data that may be required to properly document a particular loan file.

