

# NHSA TANDEM SECOND MORTGAGE DOCUMENT STACKING ORDER CHECKLIST

## LEGAL DOCUMENTS FROM LENDER - LEFT SIDE OF FILE FOLDER

### SECTION I

- Original Second Mortgage Note with endorsement to NHSA
- Original Recorded Mortgage or Deed of Trust w/Appropriate Rider  
(Certified copy may be acceptable prior to receiving the original document)
- Original Recorded Assignment of Deed of Trust or Mortgage  
(Certified copy may be acceptable prior to receiving the original document)
- Certified fully executed " Specific Power of Attorney" (\*)
- Certified copy of Grant Deed/Warranty Deed/Quit Claim Deed (\*)
- Certified copy of Affidavit of Occupancy Statement
- Copy of Final Title Insurance Policy (Survey if applicable)  
(Copy of Title Commitment is acceptable. Title Policy to follow)
- HUD-1 Settlement Statement (to include 1st & 2nd mortgages)  
(Certified copy may be acceptable from the closing entity)
- Final Truth-in-Lending Disclosure Statement/Itemization
- Certified copy of Hazard Insurance Policy or Evidence of Coverage

Cont...

- Flood Determination
- Evidence of Flood Insurance (\*)
- Original signed NHSA Commitment Letter & Purchase Contract with required conditions
- Certified copy of First Mortgage Note
- Certified copy of First Mortgage Deed of Trust
- Quality Control Release Form (NHSA Form)
- Patriot Act Information Form
- Form 4506 or Form 8821 Disclosures
- Original final, signed Residential Loan Application (Form 1003)

NOTES:

All certified copies must have original witness signatures

(\*) If applicable

## CERTIFIED COPY OF CREDIT DOCUMENTS - RIGHT SIDE OF FILE FOLDER

### SECTION I UNDERWRITING

- NHSA's Interest Rate Lock
- Uniform Underwriting and Transmittal Summary (Form 1008)
- FNMA DU Underwriting Findings
- Underwriter's Comments and Work Sheets (\*)
- Cover Letter/Estimated Closing Date
- Uniform Verified Residential Loan Application (Form 1003)
- INS Residence Status Documents

### SECTION II CREDIT

- Original Residential Mortgage Credit Report (RMCR)
- Verification of Rents/Verification of Mortgage
- Alternative Credit History (\*)
- Borrower Credit Explanation Letter (s)
- Discharge of Bankruptcy
- Complete Bankruptcy Court Documents including Schedules (\*)
- Evidence of Child Support/Alimony Payments Made (\*)

### SECTION III INCOME

- Verification of Employment -VOE (Borrower)
- Current Pay Stubs (Borrower)
- Borrower W-2s or 1099s (Last two years)
- Verification of Employment -VOE (Co-Borrower)
- Current Pay Stubs (Co-Borrower)
- Co-Borrower W-2s or 1099s (Last two years)
- Evidence of Child Support Income (\*)
- Evidence of Alimony Payments Received (\*)
- Evidence of Divorce Separation Decree
- Evidence of Pension/Social Security Income (\*)
- Evidence of Note/Interest Income (\*)
- Evidence of Annuity Income (\*)
- Evidence of Disability Income (\*)
- Self-employment Income Analysis (\*)
- Personal Tax Returns (Last 2 years w/original signatures. Form 1040)
- Copy of current Business License (\*)
- Year-to-date P&L (Balance Sheet) (Self-employed only)
- Complete Partnership Tax Returns (Form 1065 & K-1s) (\*)

### SECTION III INCOME Cont...

- Copy of fully executed Rental Agreements (\*)

### SECTION IV ASSETS

- Secondary Financing Approval Letter (s)
- Original Verification of Deposit (VOD) or 3 months bank statements
- Borrower's explanation for New Account and/or Large Deposits, etc.
- Provide supporting documents for large deposits or new funds
- Gift Letter/Verification of donor's ability to give funds
- Copy of Gift Check
- Evidence of Deposit of Gift Funds or Transfer of Funds
- Verification of Stock and/or Bonds (\*)
- Evidence of Stock Liquidation (\*)
- Documentation of source for Additional Funds and/or Cash Reserves (\*)

### SECTION V.a PROPERTY

- Complete Fully Executed Purchase Contract of Subject Property
- Property Inspection Report and Clearance (\*)
- Rehabilitation Specifications & Cost Estimates (\*)
- Interior photos prior to rehab work (\*)
- Preliminary Title Report
- Payment Demand Letter if applicable (WSB only)
- Residential Appraisal Report  
Form 1004/SFR PUD, Condo/Form 72, 2-4 Form 465
- Appraiser's Current License
- Condominium Documents/Condominium Guaranty Letter (\*)
- Leasehold Agreement (\*)
- Homebuyers' Education Certificate

### SECTION V.b DISCLOSURES

- Initial Good Faith Estimate of Closing Costs & Truth-in-Lending
- Equal Credit Opportunity Act (ECOA)
- Credit Authorization Release
- Fair Lending Notice
- Evidence of Receipt of HUD Information Booklet
- Borrower's Authorization for Counseling (\*)
- Borrower Right to Receive Copy of the Appraisal Report
- Miscellaneous Documents

(\*) If applicable