

## SECOND MORTGAGE DPA PROGRAMS CLOSED LOAN DELIVERY CHECKLIST



**FILE TO BE DELIVERED ELECTRONICALLY TO IDAHO HOUSING AND FINANCE ASSOCIATION  
VIA LENDER CONNECTION**

IDAHO HOUSING Second Mortgage Loan Number	
MFA Second Mortgage Loan Number	
Borrower(s) Name(s):	
Lender's Name	Person to Contact
Phone Number	Fax Number
E-mail Address	

<b>LENDER USE ONLY</b>		<b>QC</b>
<input type="checkbox"/>	1. Copy of completed Borrower update/Verification Form;	<input type="checkbox"/>
<input type="checkbox"/>	2. Copy of signed Second Mortgage NOTE closed in Lender's Name endorsed to New Mexico Mortgage Finance Authority - <b>ORIGINAL to be sent to MFA</b>	<input type="checkbox"/>
<input type="checkbox"/>	3. Copy of Second Mortgage Reservation/Lock Commitment, <b>signed by lender</b> ;	<input type="checkbox"/>
<input type="checkbox"/>	4. Copy of the signed Second Mortgage closed in Lender's Name	<input type="checkbox"/>
<input type="checkbox"/>	5. Copy of Assignment from Lender to New Mexico Mortgage Finance Authority (if not using MERS) endorsed to New Mexico Mortgage Finance Authority, Its successors and/or assigns, 344 4 <sup>th</sup> Street SW, Albuquerque, NM 87102;	<input type="checkbox"/>
<input type="checkbox"/>	6. Copy of the Power of Attorney for Mortgagor or Seller <b>OR</b> a copy of the court appointment of a Personal Representative, if any documents have been signed on behalf of the borrower or seller by a Power of Attorney or Personal Representative;	<input type="checkbox"/>
<input type="checkbox"/>	7. Copy of notarized Name Affidavit is required if all documents in the file have not been signed exactly the same way (initials used, not used, etc.);	<input type="checkbox"/>
<input type="checkbox"/>	8. Copy of signed and dated <b>FIRST MORTGAGE</b> Closing Disclosure; for Mortgagor and Seller;	<input type="checkbox"/>
<input type="checkbox"/>	9. Copy of signed and dated <b>SECOND MORTGAGE</b> Closing Disclosure; for Mortgagor and Seller;	<input type="checkbox"/>
<input type="checkbox"/>	10. Copy of signed and dated <b>SECOND MORTGAGE RIDER (applicable for FHA 1<sup>st</sup> liens only)</b>	<input type="checkbox"/>
<input type="checkbox"/>	11. Copy of First Payment Letter for Second Mortgage;	<input type="checkbox"/>
<input type="checkbox"/>	12. Copy of Evidence of Hazard Insurance <b>OR</b> copy of letter to Hazard Insurance Agent changing Second Loss Payee to NEW MEXICO MORTGAGE FINANCE AUTHORITY <b>MUST INCLUDE MFA LOAN #</b> using the following clause: <b>New Mexico Mortgage Finance Authority, its successors and or assigns, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102;</b> (Original letter to be mailed to agent after notification of purchase);	<input type="checkbox"/>
<input type="checkbox"/>	13. Copy of Flood Certification;	<input type="checkbox"/>
<input type="checkbox"/>	14. Copy of Evidence of Flood Insurance <b>OR</b> copy of letter to Flood Insurance Agent changing Second Loss Payee to <b>NEW MEXICO MORTGAGE FINANCE AUTHORITY MUST INCLUDE MFA LOAN #</b> using the following clause: <b>New Mexico Mortgage Finance Authority, its successors and or assigns, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102.</b> (Original letter to be mailed to agent after notification of purchase);	<input type="checkbox"/>
<input type="checkbox"/>	15. Copy of <b>FINAL FIRST</b> Mortgage application showing subordinate financing, for <b>BORROWER(S). SIGNED AND DATED BY THE BORROWER(S).</b>	<input type="checkbox"/>
<input type="checkbox"/>	16. Copy of <b>FINAL SECOND</b> Mortgage application; <b>BORROWER(S). SIGNED AND DATED BY THE BORROWER(S).</b>	<input type="checkbox"/>
<input type="checkbox"/>	17. Copy of <b>FINAL FIRST and SECOND</b> mortgage application showing subordinate financing, for <b>CO-SIGNER(S), SIGNED AND DATED BY THE CO-SIGNER(S) if applicable;</b>	<input type="checkbox"/>
<input type="checkbox"/>	18. Copy of the First Mortgage NOTE	<input type="checkbox"/>
<input type="checkbox"/>	19. Copy of the First MORTGAGE	<input type="checkbox"/>

