

# Loan Stacking Form

Borrower(s): \_\_\_\_\_ Virginia Housing Loan #: \_\_\_\_\_

Lender: \_\_\_\_\_ Lender Loan #: \_\_\_\_\_

Program: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_

## CLOSING DOCUMENTS

- Wiring Instructions – typed and legible
- Note
- Name / Signature Affidavit
- Power of Attorney and evidence of recordation
- Deed of Trust and applicable Riders
- Closing Disclosure fully completed and executed by all parties with all applicable addendums
- Seller CD fully executed
- Initial Closing Disclosure and evidence of receipt by consumer
- Hazard Declaration Page / Binder and paid receipt
- Condo Certificate of Insurance and HO6 policy with paid receipt
- Flood Insurance Policy or Application with paid receipt, if applicable
- Deed of Bargain and Sale
- Insured Closing Protection Letter
- Title Binder and applicable endorsements
- W-9
- Tax Information form
- Initial Escrow Account Disclosure Statement

## VIRGINIA HOUSING DOCUMENTS

- Virginia Housing Delegated Approval Notice & Confirmation or Loan Approval Form
- Compliance Agreement – Exhibit CA
- Loan Submission Cover Letter – Exhibit O
- Program Disclosure and Borrower Affidavit (fully executed) – Exhibit E
- Seller Affidavit (executed by all sellers) – Exhibit F
- Post Closing Cover Letter – Exhibit P
- Award Letter executed by Borrower(s) for DPA / CCA Grant (Note: The Award Letter for the Plus Second Mortgage must be included in document upload for the second mortgage)
- Obligation Letter for DPA / CCA Grant when first mortgage is FHA (Note: The Obligation Letter for the Plus Second Mortgage must be included in the document upload for the second mortgage)
- Secondary Financing Certification / Affordable Housing Programs – Exhibit LL
- Homebuyer Education Certificate – required for **all** borrowers that are first-time homebuyers
- Recapture Notice (Bond programs)
- Tax-exempt Bond Financing Rider (Bond programs)

## CREDIT DOCUMENTS

### CONVENTIONAL LOAN

- PMI Certificate
- 1008 Transmittal Form
- UCD Findings

### FHA LOAN

- HUD / VA Addendum to the Uniform Residential Loan Application – Form HUD 92900A-completed and signed – Initial and Final
- Loan Underwriting and Transmittal Summary – Form HUD 92900LT
- FHA Connection Case Query for Borrower Validation \_\_\_\_\_ FHA Case Number Assignment
- Evidence of Holder and Servicer transfer in FHA connection
- Mortgage Insurance Certificate (MIC)

### RHS LOAN

- RHS form 3555-21 Request for Single Family Housing Loan Guarantee
- RHS form 3555-17 Loan Note Guarantee
- RHS form 3555-18 Conditional Commitment
- RHS form 3555-19 Loan Closing Report

### VA LOAN

- Loan Analysis – Form VA 26-6393
- Report and Certification of Loan Disbursement – Form VA 26-1820
- VA Borrower and Lender Certifications
- Request for Certificate of Eligibility – Form VA 26-1880 & DD 214 (if applicable)

- VA Case Number or VA IRRRL LIN
  - Certificate of Eligibility or Prior Loan Validation for VA IRRRL Loans
  - Loan Summary Sheet – Form VA 26-0286
  - Statement of Service - Active Duty Only
  - Counseling Checklist for Military Homebuyers- Active Duty Only
  - Child Care Statement (and letter confirming amount, if applicable)
  - Other: \_\_\_\_\_
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**CREDIT**

- Initial and Final URLA completed and signed by all parties
  - AUS Findings:  DU  LPA  GUS (for RHS Loan GUS automatically pulls CAIVRS)
  - Acceptable Identification (Driver's License, ID Certification)
  - Credit Report  Credit Supplements (if applicable)
  - Inquiry Letter completed by the borrower(s) (if there are inquiries on the credit report)
  - Credit explanation letter
  - CAIVRS Authorization (All government) & LDP / SAM (GSA) (if applicable)
  - Verification of Rent (if applicable)
  - Verification of Mortgage Account (if applicable)
  - Divorce Decree  Separation Agreement  Child Support Order
  - Bankruptcy Docs
  - Other: \_\_\_\_\_
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**INCOME**

- Income Calculation Worksheet **or** Self Employed Worksheet
  - Verification of Employment:  Verbal or  Full VOE
  - Final verbal VOE and source documentation
  - Independent Verification of Telephone # (Google Lookup)  Third Party Verification of Business (Self-Employed)
  - Paystubs
  - W2 &/or 1099 forms
  - Tax Transcripts – 1-2 years (Conventional)
  - Self Employed: YTD P&L, Tax Returns, Business Tax Returns
  - Other: \_\_\_\_\_
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**ASSETS**

- Bank Statements (all pages)
  - Verification of Deposit
  - Source of Funds for deposits
  - NSF Letter of Explanation
  - 401K / Retirement Accounts
  - Gift Funds Documentation:  Letter  Donor Ability  Transfer  Deposit  W/D
  - Closing Disclosure or CD for Sale of Present Home
  - Other: \_\_\_\_\_
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**COLLATERAL**

- Sales Contract and all addendums  Signing Authority  POA
  - FHA Amendatory Clause and Real Estate Certification
  - VA Escape Clause
  - Appraisal Logging and submission to EAD Portal (FHA)
  - 2<sup>nd</sup> Appraisal (FHA Property flip)
  - UCDP SSR Forms (Conventional)
  - Conditional Commitment Direct Endorsement State of Appraised Value – Form HUD 92800.5B(FHA)
  - Lender Notice of Reasonable Value (LNOV) (VA)
  - Appraisal including all addendums and attachments  Appraiser License
  - Condo Approval with all applicable condo documents
  - Inspections  Final  Repair  Soil Treatment  Termite  Well/Septic  Community  Survey (if applicable)
  - Certificate of Occupancy (CO)  Building Permit  Builder Cert.– HUD92541  Warranty Protection Plan (New Construction)
  - VA Builder ID (New Construction)
  - Plate verification (IBTS)  Engineers / Foundation Inspection (Manufactured Homes)
  - Flood determination with life of loan tracking
  - Other: \_\_\_\_\_
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Reminder: Appraisal must be shared in Fannie Mae's UCDP / CU portal for all Conventional Fannie Mae loans (documentation is not required to evidence this in the loan submission; it is the Originating Lender's responsibility to share the appraisal with Virginia Housing electronically)

**GENERAL DISCLOSURES**

- HOEPA / HMDA Required Information
- Appraisal Report Disclosure and Acknowledgement
- Borrower's Certification & Authorization
- Disclosure with Respect to Title Insurance
- Loan Estimate  Acknowledgement of Receipt of LE  Notice of Intent to Proceed
- Most current to initial**
  - Changed Circumstance (in front of the LE to which it applies)
  - Required Providers Disclosure
  - Settlement Service Providers
- Lock-in Agreement
- Occupancy Certificate (Mortgage Fraud Disclosure)
- Errors and Omissions Statement

- Counseling certificate
  - Patriot Act
  - 4506-C
  - Privacy Notice
  - Servicing Disclosure
  - ECOA
  - Transfer of Servicing Notice (Hello / Good-by Letter)
  - Other: \_\_\_\_\_
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**FHA DISCLOSURES**

- Informed Consumer Choice Disclosure Notice
  - For Your Protection Get a Home Inspection
  - Important Notice to Homebuyers
  - Potential Home Energy Benefits
  - The Importance of Home Inspection and Watch out for Lead-Based Paint Poisoning
  - Other: \_\_\_\_\_
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**REFINANCES – AS APPLICABLE TO PROGRAM**

- Virginia Housing Income Certification (if not disclosed on URLA) – Streamline Refinance
- Virginia Housing Refinance Eligibility Letter
- Net Tangible Benefit Disclosure and Worksheet
- Mortgage Payoff / updated Mortgage payment on credit report to show current for the month or must show current on payoff
- VA Interest Rate Reduction Refinancing Loan Worksheet – Form VA 26-8923
- VA Rate Reduction Certification (VA IRRRL)
- Net Tangible Benefit