

DIRECT RURAL HOUSING STACK
POSITION ONE

x	Required Documents and Order – Ascending (bottom to top)
<input type="checkbox"/>	502 Application Processing Checklist

DIRECT RURAL HOUSING STACK
POSITION TWO

x	Required Documents and Order – Ascending (bottom to top)
<input type="checkbox"/>	Form 1940-41, “Truth and Lending Disclosure Statement” <input type="checkbox"/> Form 1940-41 – Re-disclose – interest rate change by more than one-eighth of one percent and/or one for each loan/assumption,
<input type="checkbox"/>	Form 3550-7, “Mortgage Loan Commitment” – Signed within 15 days by applicant
<input type="checkbox"/>	Copy FASTeller RHCDS/Obligation
<input type="checkbox"/>	Copy FASTeller IN-1 Screen
<input type="checkbox"/>	Form 1940-16, “Promissory Note” – copy, original in safe
<input type="checkbox"/>	Form 3550-22, “Assumption Agreement
<input type="checkbox"/>	Form 3550-12, “Subsidy Repayment Agreement” – copy, original in safe
<input type="checkbox"/>	Copy RHCDS/Agreement/Loan&Calculate
<input type="checkbox"/>	Form 1944-14, “Payment Assistance Agreement”
<input type="checkbox"/>	Copy FASTeller New Origination Screen
<input type="checkbox"/>	Form 402-1, “Deposit Agreement” (If Applicable)
<input type="checkbox"/>	Form 402-2, “Statement of Deposits and Withdrawals” (If Applicable)

DIRECT RURAL HOUSING STACK
POSITION THREE

x	Required Documents and Order – Ascending (bottom to top)
<input type="checkbox"/>	UniFi Eligibility Summary
<input type="checkbox"/>	Form 3550-1 – Authorization to Release Information
<input type="checkbox"/>	Handwritten Application – Form 410-4 - executed by applicant(s)
<input type="checkbox"/>	Registration Screen
<input type="checkbox"/>	Infile Credit Report
<input type="checkbox"/>	Debarment List
<input type="checkbox"/>	FASTeller Cross Reference
<input type="checkbox"/>	CAIVRS
<input type="checkbox"/>	RMCR
<input type="checkbox"/>	Form 1944-61, “Credit History Worksheet”
<input type="checkbox"/>	Form 410-8, “Applicant Reference Letter” – sent if credit report fails to verify credit sources reported by the applicant.
<input type="checkbox"/>	Form 1944-60, “Landlord Verification”
<input type="checkbox"/>	Form 1944-62, “Verification of Deposit” – or last 2 statements on all accounts
<input type="checkbox"/>	Verification of Annual Income <input type="checkbox"/> Form 1910-5, “Verification of Employment” <input type="checkbox"/> Verification of retirement income (Social Security, Pensions, etc.) <input type="checkbox"/> Verification of AFDS and Food Stamps <input type="checkbox"/> Verification of Child Support and Alimony <input type="checkbox"/> Self-employed (profit/loss statement) <input type="checkbox"/> Unemployment Benefits <input type="checkbox"/> Divorce Decree <input type="checkbox"/> Adjustment Verifications – child care, medical, FT student <input type="checkbox"/> Earned Income Credit (EIC) documentation
<input type="checkbox"/>	Form 3550-4 “Employment Certificate/Payment Assistance” (If Applicable)
<input type="checkbox"/>	UniFi “Eligibility Summary” (updated)
<input type="checkbox"/>	Certificate for Successful Completion of Home Buyer Education`
<input type="checkbox"/>	Form 3550-2, “Request for Verification of Gift/Gift Letter”
<input type="checkbox"/>	Form FEMA 81-93, “Standard Flood Hazard Determination”
<input type="checkbox"/>	Form 1940-22, “Environmental Categorical Exclusions”
<input type="checkbox"/>	Form 3550-23, “Applicant Orientation Guide
<input type="checkbox"/>	Loan Approval Narrative
<input type="checkbox"/>	Debarment List (Prior to closing)
<input type="checkbox"/>	FINAL – Form 410-4 – executed by applicant(s)
<input type="checkbox"/>	Running Case Record beginning with documentation the following forms were given to the applicant within 3 working days of receipt of the application: <input type="checkbox"/> HUD Buying Your Home Settlement Costs and Helpful Information <input type="checkbox"/> Form 440-58, “Estimate of Settlement Costs” <input type="checkbox"/> Form 1940-41, “Truth in Lending Disclosure Statement”

DIRECT RURAL HOUSING STACK
POSITION FOUR

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<input type="checkbox"/>	Correspondence beginning with the following Handbook Letters as applicable: <ul style="list-style-type: none"><input type="checkbox"/> Handbook Letter 1 (3550), “Moderate Income Options”<input type="checkbox"/> Handbook Letter 2 (3550), “Pre-Eligible Notification Letter”<input type="checkbox"/> Handbook Letter 3 (3550), “Waiting Period Letter”<input type="checkbox"/> Response Form to HB Letter 3 (if applicable)<input type="checkbox"/> Handbook Letter 11 (3550), “Selection for Processing Letter”<input type="checkbox"/> Form 1944-59, “Certificate of Eligibility” (if applicable)<input type="checkbox"/> Handbook Letter 10 (3550), “Status of Offer to Buy SFH REO Property”

DIRECT RURAL HOUSING STACK
POSITION FIVE

x	Required Documents and Order – Ascending (bottom to top)
<input type="checkbox"/>	Transferors loan servicing/legal documents (If Applicable) <input type="checkbox"/> Promissory Note(s) <input type="checkbox"/> Deed of Trust(s) <input type="checkbox"/> Assumption Agreement(s) <input type="checkbox"/> Title Policy(s) <input type="checkbox"/> Release from Personal Liability
<input type="checkbox"/>	Sales Contract or Form 440-34, “Option to Purchase Real Property”
<input type="checkbox"/>	Form 1927-4, “Transmittal of Title Information”
<input type="checkbox"/>	Preliminary Title Report
<input type="checkbox"/>	Form 1927-16, “Notification of Loan Closing” (Returned signed by the applicant)
<input type="checkbox"/>	Form 3550-9, “Initial Escrow Account Disclosure Statement”
<input type="checkbox"/>	Form 3550-15, “Tax Information”
<input type="checkbox"/>	Form 1927-5, “Affidavit Regarding Work of Improvement”
<input type="checkbox"/>	Copy Leveraged Lender’s Documents (If Applicable) <input type="checkbox"/> Promissory Note <input type="checkbox"/> Deed of Trust <input type="checkbox"/> Form 1927-8, “Agreement with Prior Lienholder”
<input type="checkbox"/>	Form 1955-49 (OR), “Quitclaim Deed” (Recorded) (Sale of REO only)
<input type="checkbox"/>	Form 3550-14OR, “Deed of Trust” (Recorded)
<input type="checkbox"/>	Title Policy
<input type="checkbox"/>	Form 3550-17, “Funds Transmittal Report” (Fees)
<input type="checkbox"/>	Form 3550-19, “Transmittal - Closing Documents”
<input type="checkbox"/>	HUD-1, “Settlement Statement”
<input type="checkbox"/>	Form 1927-15, “Loan Closing Instructions” (Signed by the RD)
<input type="checkbox"/>	Form 3550-17, “Funds Transmittal Report” (REO Payoff) (If Applicable)

DIRECT RURAL HOUSING STACK
POSITION SIX

x	Required Documents and Order – Ascending (bottom to top)
<input type="checkbox"/>	Property Inspection <input type="checkbox"/> Attachment 5-A, Checklist for Initial Assessment of Existing Housing <input type="checkbox"/> Attachment 5-B, Single Family Housing- Site Checklist
<input type="checkbox"/>	Existing Home <input type="checkbox"/> Thermal Performance <input type="checkbox"/> Pest/Dry Rot <input type="checkbox"/> Plumbing <input type="checkbox"/> Well – flow test; local health authority clearance (If Applicable) <input type="checkbox"/> Septic – inspection/clearance (If Applicable) <input type="checkbox"/> Heating and Cooling <input type="checkbox"/> Fireplace or wood burning stove certification (If Applicable) <input type="checkbox"/> Electrical Systems <input type="checkbox"/> Structural Soundness <input type="checkbox"/> Roof Certification
<input type="checkbox"/>	Notification to applicant if property deficiencies are identified
<input type="checkbox"/>	Development , <i>as applicable</i> , when land is a separate contact from a manufactured home and development/construction > \$10,000 <input type="checkbox"/> Detailed List/Specifications for Repairs <input type="checkbox"/> Contractor’s Bid <input type="checkbox"/> Form 1924-6, “Construction Contract” (or) <input type="checkbox"/> Form 1924-1, “Development Plan” <input type="checkbox"/> Pre-Construction Conference <input type="checkbox"/> Contracts > \$10,000 <input type="checkbox"/> Form 400-1, “Equal Opportunity Agreement” (Executed by applicant) <input type="checkbox"/> Form 400-3, “Notice to Contractors and Applicants (RD provides to contractor, along with Non-Discrimination Poster) <input type="checkbox"/> Form 400-6, “Compliance Statement” <input type="checkbox"/> Department of Labor Notification <input type="checkbox"/> Form 1924-12, Final “Inspection Report” (signed by the applicant) <input type="checkbox"/> Form 1924-9, “Certification of Contractors Release” <input type="checkbox"/> Form 1924-10, “Release of Claimants” <input type="checkbox"/> Form 1924-19, “Builders Warranty”
<input type="checkbox"/>	New Construction – Manufactured Housing <input type="checkbox"/> Form 1922-2, Description of Materials” (Can be used for specifications) <input type="checkbox"/> Plot Plan <input type="checkbox"/> Building Permit (If building plans are not certified) <input type="checkbox"/> 10 Year Builders Warranty (If Applicable) <input type="checkbox"/> Footing Inspection <input type="checkbox"/> Framing Inspection (If Applicable) <input type="checkbox"/> Final Inspection <input type="checkbox"/> Form 1924-19, “Builders Warranty” <input type="checkbox"/> Guide Letter 1924-1, “Compensation for Construction Defects” <input type="checkbox"/> Form 1924-21, “Notice of Expiration of First Year of Warranty”

DIRECT RURAL HOUSING STACK
POSITION SEVEN

x	Required Documents and Order – Ascending (bottom to top)
<input type="checkbox"/>	Insurance Binder/Policy

DIRECT RURAL HOUSING STACK
POSITION EIGHT

x	Required Documents and Order – Ascending (bottom to top)
<input type="checkbox"/>	Form 1922-8, “Uniform Residential Appraisal Report” with original photographs <input type="checkbox"/> Form 1007 <input type="checkbox"/> Repair list, if appraised, “as improved”
<input type="checkbox"/>	Form RD 1922-15, ‘Administrative Review for SFH’ Lot value > 30% - further waiver required