

WASHINGTON STATE HOUSING FINANCE COMMISSION

USDA-RHS LOAN STACKING SHEET

- USDA-RHS Loan Stacking Sheet**
- Income Eligibility Calculation Worksheet**
(Correspondent Lending form [available on the Bank of America N.A. Correspondent Lending Web site], or state-specific form)
- Reservation of Funds (FmHA 1980-86)** (copy)
- Letter to the Local USDA Rural Housing Office With Address**
- Request for Single Family Housing Loan Guarantee (FmHA 1980-21)** (copy)
- Guaranteed Loan Closing Report (FmHA 1980-19)** (copy)
- Conditional Commitment for Single Family Housing Loan Guarantee (FmHA 1980-18)** with complete Lender Certification (copy)
- Any Additional Conditions Listed with the FmHA 1980-18**
- Guaranteed Rural Housing Lender Record Change (FmHA 1980-11)** (copy)
- Loan Note Guarantee (FmHA 1980-17)**, if available (original). Must be submitted within 30 days of purchase by Bank of America.
- Health Department Approval of Well and/or Septic Tank**, if applicable
- Termite Report**
- Certification of Existing Dwelling**
- Thermal Certification**
- Completion of Homeownership Counseling**, required for first-time borrowers, if required by the RHS office issuing conditional commitment (copy)

New Dwellings (12 Months or Less; Never Occupied):

- One-Year Warranty**, including evidence of the required construction inspections (copy)
- Ten-Year Warranty, Evidence of Satisfactory Completion Certification or Final Inspection or Certificate of Occupancy** (copy)
- Soil Treatment Guarantee**

- Bailee Letter/Wiring Instructions**
- Loan Purchase Voucher (Bond Loan)**
- Tax Information Sheet/Property Tax Certificate**
- Payment History** (if payments have been made)
- Note** endorsed to **Bank of America, N.A.** by a corporate officer or authorized person, per corporate resolution on file with typed name and title, with all riders/schedules (original and a copy)
- Deed of Trust/Mortgage** with all applicable riders attached; must carry notary stamp or seal (certified copy required)
- Interim Assignments** (if applicable) to complete an assignment trail from originating lender to **MERS** or **Bank of America, N.A.** (as applicable); must carry notary stamp or seal (certified copy required)
- Corporate Assignment** assigning loan to **MERS** or **Bank of America, N.A.** (as applicable), signed and notarized; must reference legal description or recording information of the Deed of Trust/Mortgage; must carry notary stamp or seal (two certified copies; original must be sent for recording by lender)
- Specific Power of Attorney** with legal or property address; must carry notary stamp or seal (two certified copies; original must be sent for recording by lender)

- Name Affidavit** for each borrower (original and one copy)
- Title Binder/Preliminary Title Report** with a 6-month history of ownership
- Letter to Title Company**, if applicable, requesting the mortgagee to be changed to Bank of America, N.A., and/or its assigns as their interest may appear, 1800 Tapo Canyon, MSV-79, Simi Valley, CA 93063 (copy; original to be mailed by the lender)
- Survey or Plat Map**
- Hazard Insurance Policy** and paid receipt for first year's premium. Company rating must be at least a B III. (30 days remaining coverage)
- Letter to Hazard Insurance Company** requesting the loss payee clause be changed to read: Bank of America, N.A., its successors and/or assignees as their interest may appear (A.T.I.M.A.); send original to Insurance Department, P.O. Box 961206, FTWX-22, Fort Worth, TX 76161 (copy in file)
- Flood Insurance Policy or Copy of Application** (if applicable) and letter requesting change or loss payee as above (original to be mailed by lender)
- Flood Certificate**
- Appraisal** with attachments
- Appraisal Conditions**; evidence of clearance of all appraisal conditions
- Paid Receipt or Other Proof of Property Inspection** if property is 10 years of age or older
- HUD-1** Final with addendum, if applicable (original). If fees are not broken out in Section 800 of HUD, provide breakout of fees on Post Closing Details of Section 800 (15.20.2) or own internal form.
- Initial Escrow Account Statement**
- Loan Application #1003** (signed, handwritten original)
- Loan Application #1003** (signed, final original)
- Transmittal Summary #1008** or **Mortgage Credit Analysis Worksheet** HUD #92900-WS (as applicable; copy)
- Credit Report and Supplements**, credit explanation letters
- Verification of Deposit**, gift funds verified, gift letter
- Verification of Employment** and other income
- W-9 Form** (original for primary mortgagor, signed)
- Purchase Agreement** executed by sellers and buyers (copy)
- Escrow/Closing Instructions**, if applicable (original or certified copy)
- Good Faith Estimate** initial and final (original or copy)
- Initial Reg-Z Disclosure**
- Final Reg-Z Disclosure**
- Letter to Borrower** regarding transfer of loan to Bank of America, N.A. (copy; original to be mailed by lender)

Section 8 Loans (if applicable):

- Award Letter** (copy)