

Loan Submission Forms and Documents – Pre-close File Submission

Submit the following documents to Minnesota Housing for review prior to loan closing. Retain a **copy** of each in your loan file.

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| <input type="checkbox"/> Loan Submission worksheet | <input type="checkbox"/> Copy of Pre-Rehab Inspection to Rehabilitation Standard |
| <input type="checkbox"/> Copy of Borrower Application | <input type="checkbox"/> Final Selected Bid(s) from Contractor(s) itemizing work to be completed |
| <input type="checkbox"/> Current Mortgage Statement | <input type="checkbox"/> Proof that Borrower is current on property tax payments, if applicable (not required for properties located on tribal leased land) |
| <input type="checkbox"/> Income Eligibility Calculation Worksheet with income docs | <input type="checkbox"/> Accessibility & Disability Verification Form, if applicable |
| <input type="checkbox"/> Asset documentation (minimum 3 months bank statements) | <input type="checkbox"/> Notice of Manufactured Home Sales, if applicable |
| <input type="checkbox"/> Purchase Agreement or Intent to Purchase Document, if applicable | <input type="checkbox"/> Notice of Compliance Form, If applicable |
| <input type="checkbox"/> Copy of Title Search or Deed with chain of title documents, Copy of Tribal Land Lease, if applicable | |

Post-close Loan Documents and Forms

Retain a **copy** of these documents in your loan file. Minnesota Housing will audit a minimum of 10% of your loan files and review files during on-site monitoring to ensure the documents are present.

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| <input type="checkbox"/> Copy of Lead-Based Paint Inspections and Risk Assessments, if applicable | <input type="checkbox"/> Copy of the Contract(s) with Contractor(s) and, if using a general contractor, a copy of the Sworn Construction Statement |
| <input type="checkbox"/> Copies of Lead-Safe Work Practices Certificates, if applicable | <input type="checkbox"/> Completion Certificate executed by Lender and Borrower |
| <input type="checkbox"/> Copies of Blank Scope of Work with Green Communities Criteria Addendum | <input type="checkbox"/> Final Affidavit of Receipt of Lead Reports, if applicable |
| <input type="checkbox"/> Homeowner Agreement, signed by Borrower and Lender | <input type="checkbox"/> Copies of Lead-Based Paint Clearance Reports, if applicable |
| <input type="checkbox"/> Bid Summary and copies of to-be-accepted Bids | <input type="checkbox"/> Lien Waivers from each Contractor |
| <input type="checkbox"/> Date of Pre-Construction Conference | <input type="checkbox"/> Change Orders, if applicable |
| <input type="checkbox"/> Fully executed Proceed to Work Order Notice(s) | <input type="checkbox"/> Copy of new Contracts(s) with new Contractor(s) with completed Proceed to Work Order Notice(s), if applicable |
| <input type="checkbox"/> Invoices to support the amount of funds requested | <input type="checkbox"/> Copy of Post-Rehab Inspection to Rehabilitation Standard |
| <input type="checkbox"/> Completed and signed 4506-T form | <input type="checkbox"/> Post-Construction Radon test if radon mitigation was completed on project |
| <input type="checkbox"/> Copy of valid Minnesota Driver's License, United States Passport, or Minnesota State issued ID card of all Borrowers | |

For Properties Taxed As Real Property

Retain a **copy** of these documents in your loan file. Send a copy to Minnesota Housing and the original to the Servicer.

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| <input type="checkbox"/> Borrower Application | <input type="checkbox"/> Deed Restriction, if applicable |
| <input type="checkbox"/> Original Endorsed Note | <input type="checkbox"/> Original Recorded Modification of Note and Mortgage Agreement, if applicable |
| <input type="checkbox"/> Original Recorded Mortgage | <input type="checkbox"/> Lender's Certificate (Purchase Advice) |
| <input type="checkbox"/> Original Recorded Assignment of Mortgage | |

For Properties Taxed As Personal Property

Retain a **copy** of these documents in your loan file. Send a copy to Minnesota Housing and the original to the Servicer.

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| <input type="checkbox"/> Borrower Application | <input type="checkbox"/> Modification of Note and Security Agreement, if applicable |
| <input type="checkbox"/> Public Safety Form 2017 | <input type="checkbox"/> Lender's Certificate (Purchase Advice) |
| <input type="checkbox"/> Endorsed Note and Manufactured Home Security Agreement | <input type="checkbox"/> Installation Inspection Report* |
| <input type="checkbox"/> 31 Code Compliance Inspection, if applicable | <input type="checkbox"/> Home Warranty, if applicable |
| <input type="checkbox"/> Email acknowledge of acceptance of installation* | |

*If replacement manufactured home is located in Tribal lands, please contact MN Housing.