



# HOME Homeowner Entry Loan Program (HOME HELP) Loan Transmittal

**INSTRUCTIONS:** Deliver a copy of this form along with the following documents as specified.

Minnesota Housing Finance Agency 400 Sibley Street, Suite 300 St. Paul, Minnesota 55101	AmeriNational Community Services, Inc 217 S Newton Ave Albert Lea, MN 56007
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Minnesota Housing Lending Partner

Lending Partner Loan #

Contact Person

Contact Phone #

Contact E-Mail

Contact Address

Contact City

State

Zip

Borrower Last Name

Borrower First Name

MI

MHFA CASA Loan #

Documents	Pre-Purchase Approval Stage (within 10 days of Closing)		Final Documents Stage (within 180 days of loan closing)	
✓ Deliver To:	Minnesota Housing	Servicer (AmeriNational)	Minnesota Housing	Servicer (AmeriNational)
Final Uniform Residential Loan Application (1003)	Copy	Copy		
Transmittal Summary (form 1008)	Copy			
As Applicable to First Mortgage Type: Desktop Underwriter Report, FHA Loan Underwriting & Transmittal Summary (for HUD-92900-LT), Lender Portfolio Underwriting Analysis Form, Loan Prospector Report, Rural Development GUS Report, VA Loan Analysis	Copy			
First Mortgage Note	Copy			
First Mortgage	Copy			

HOME HELP Note, (endorsed to Minnesota Housing Finance Agency)	Copy	<b>Original</b>		
HOME HELP Mortgage	Copy			
Assignment of HOME HELP Mortgage	Copy			
HOME HELP Mortgage (recorded)			Copy	<b>Original</b>
Assignment of HOME HELP Mortgage (recorded)			Copy	<b>Original</b>
HUD-1 Settlement Statement (for HOME HELP and CASA loan) and any attachments	Copy			
Purchase Agreement and any amendments	Copy			
Current Property Tax Statement (showing taxable market value)	Copy			
Environmental Worksheet	Copy			
Income Eligibility Worksheet	Copy			
Three months most recent paystubs (all wage earners) <b>or</b> Written Verifications of Employment (all wage earners must reflect wage rate and hours worked)	Copy			
Appraisal	Copy			
3 Years Signed Federal Tax Returns (if applicable to borrower)	Copy			
Homeownership Education Certification	Copy			
Homebuyer Agreement	Copy			
Uniform Relocation Act (URA) Property Seller Notification Eminent Domain form completed by Lender and Seller	Copy			
Vacant Foreclosed Properties (if applicable)	Copy			
Notice of Runway Clear Zones (if applicable)	Copy			

"Housing Quality Standards" Inspection report and any follow-up inspection reports	Copy			
Inspector's Invoice for property inspection	Copy			
Pre-1978 properties – Visual Assessment Report and any follow –up reports (see "Lead Based Paint Guidance" document on the website)	Copy			
Lead testing "Clearance" report (if applicable - see "Lead Based Paint Guidance" document on the website)	Copy			

Seller (Lender) warrants that it has complied with all terms, Conditions and requirements of Minnesota Housing Finance Agency's HOME HELP Program Manual, including confirmation and documentation of Borrower household income limitations and property acquisition cost limitations established for the HOME HELP program.

The documentation noted in the above checklist is complete and executed and is included in this delivery file.

All information provided to Minnesota Housing via the Single Family Mortgages Online System (SFMOS) is accurate and complete.

The property financed with HOME HELP funds meets local/HUD Housing Quality Standards and HUD lead-based paint requirements as set forth in 24 CRF 92.355.

\_\_\_\_\_  
Seller's (Lender's) Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title