

Rehabilitation Loan Program

Loan File Requirements Checklist



Loan Commitment Forms and Documents

Submit the following documents to Minnesota Housing for Loan Commitment Approval. Retain a **copy** of each in your loan file.

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| <input type="checkbox"/> Loan Reservation worksheet | <input type="checkbox"/> Loan Commitment Worksheet |
| <input type="checkbox"/> Copy of Borrower Application | <input type="checkbox"/> Copy of Pre-Rehab Inspection to Rehabilitation Standard |
| <input type="checkbox"/> Current Mortgage Statement | <input type="checkbox"/> Copy of Lead-Based Paint Inspections and Risk Assessments, as applicable |
| <input type="checkbox"/> Documentation indicating Borrower's Weatherization Status | <input type="checkbox"/> Copies of Lead-Safe Work Practices Certificates, as applicable |
| <input type="checkbox"/> Income Eligibility Calculation Worksheet with income/assets | <input type="checkbox"/> Copies of Blank Scope of Work with Green Communities Criteria Addendum |
| <input type="checkbox"/> Medical Information Authorization, if applicable | <input type="checkbox"/> Radon Test Results |
| <input type="checkbox"/> Copy of Deed | <input type="checkbox"/> Bid Summary and copies of to-be-accepted Bids |
| <input type="checkbox"/> Copy of Title Search | <input type="checkbox"/> Proof that Borrower is current on property tax payments |
| <input type="checkbox"/> Homeowner Agreement | |

Post-Loan Commitment Forms

Retain a **copy** of these documents in your loan file. We 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"/> Date of Pre-Construction Conference | <input type="checkbox"/> Final Affidavit of Receipt of Lead Reports, if applicable |
| <input type="checkbox"/> Fully executed Proceed to Work Order Notice(s) | <input type="checkbox"/> Copies of Lead-Based Paint Clearance Reports, as applicable |
| <input type="checkbox"/> Invoices to support the amount of funds requested | <input type="checkbox"/> Lien Waivers from each Contractor |
| <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"/> Change Orders |
| <input type="checkbox"/> Hazard Insurance documentation listing Minnesota Housing as additionally insured via "Standard" or "union" mortgage clause (See Procedural Manual for specific Hazard Insurance requirements.) | <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"/> Completion Certificate executed by Lender and Borrower | <input type="checkbox"/> Copy of Post-Rehab Inspection to Rehabilitation Standard |
| | <input type="checkbox"/> Post-Construction Radon test if radon mitigation was completed on project |

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.

- Borrower Application
- Original Endorsed Note
- Original Recorded Mortgage
- Original Recorded Assignment of Mortgage
- Original Recorded Modification of Note and Mortgage Agreement (as applicable)
- Lender's Certificate (Purchase Advice)

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.

- Borrower Application
- Public Safety Form 2017
- Endorsed Note and Mobile Home Security Agreement
- Modification of Note and Security Agreement (as applicable)
- Lender's Certificate (Purchase Advice)

