



Mortgage Loan Program Loan Transmittal 1st Mortgage

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 | US Bank Home Mortgage 10405 6 th Ave N, Ste 320 Plymouth, MN 55441 |
|---|---|

| | | |
|-----------------------------------|------------------------|-------------|
| Minnesota Housing Lending Partner | Lending Partner Loan # | |
| Contact Person | Contact Phone # | MHFA Loan # |
| Borrower Last Name | Borrower First Name | MI |

ESCROW CERTIFICATIONS (complete only for initial submission to Loan Servicer)

Escrow Fund Transactions

| | Funds Collected at Closing | | Funds Collected with Payments | | Funds Disbursed | |
|-------------------|----------------------------|--------|-------------------------------|--------|-----------------|--------|
| | # of Months | Amount | # of Months | Amount | Paid thru Date | Amount |
| Hazard Insurance | | | | | | |
| FHA/PMI Insurance | | | | | | |
| Taxes | | | | | | |
| Other | | | | | | |
| TOTALS | | (A) | | (B) | | (C) |

Remaining Escrow Balance Forwarded to Servicer (A+B-C) \$ _____

Taxes Not Paid Next due: May Oct

| ✓ Documents | | Purchase Approval Stage (within 5 days of purchase) | | Final Documents Stage (within 180 days of loan closing) | |
|---|------|--|--------------------|--|--------------------|
| | | Minnesota Housing | Servicer (US Bank) | Minnesota Housing | Servicer (US Bank) |
| Deliver To: | | Minnesota Housing | Servicer (US Bank) | Minnesota Housing | Servicer (US Bank) |
| Escrow Check and Certification | | | Original | | |
| Initial Loan Application | | | Copy | | |
| Final Loan Application (typed) | | | Original | | |
| Payment Breakdown Letter, signed by Borrower (1 st payment letter) | | | Copy | | |
| Loan Payment History | | | Copy | | |
| Mortgage Note (Endorsed to Minnesota Housing Finance Agency) | Copy | | Original | | |
| Mortgage with Mortgage Deed Amendment (unrecorded) | | | Copy | | |
| Recorded Mortgage with Mortgage Deed Amendment | | | | Copy | Original |
| Recorded Assignment of Mortgage | | | | Copy | Original |
| HAF Note (Endorsed to Minnesota Housing Finance Agency), if applicable | Copy | | Original | | |
| HAF Second Mortgage, if applicable (unrecorded) | | | Copy | | |
| Recorded HAF Second Mortgage, if applicable | | | | Copy | Original |
| Recorded Assignment of HAF Mortgage | | | | Copy | Original |
| Borrower Affidavit | | | Original | | |
| Property Seller Affidavit | | | Original | | |
| Title Insurance Policy | | | | | Original |
| Plat Drawing and/or Plat Survey | | | | | Original |
| HUD-1 Settlement Statement and any attachments | | | Copy | | |
| Initial Escrow Account Disclosure Statement | | | Copy | | |

| √ Documents | Purchase Approval Stage (within 5 days of purchase) | | Final Documents Stage (within 180 days of loan closing) | |
|---|--|--------------------|--|--------------------|
| | Minnesota Housing | Servicer (US Bank) | Minnesota Housing | Servicer (US Bank) |
| Deliver To: | | | | |
| Purchase Agreement (No personal property) | | Copy | | |
| Appraisal/Attachments | | Original | | |
| Property Photos - Conventional | | Original | | |
| Tax Certification (Property tax information) | | Original | | |
| Hazard Insurance Binder/Policy & paid receipt | | Original | | |
| Flood Insurance Application & paid receipt | | Original | | |
| Flood Certification | | Copy | | |
| Hazard and Flood Insurance Loss Payee change letters | | Copy | | |
| W-9 Form | | Copy | | |
| Final Truth-In-Lending Disclosure Statement | | Copy | | |
| RESPA Good Faith Estimates | | Copy | | |
| Verifications of Employment | | Copy | | |
| Verifications of Deposit | | Copy | | |
| Credit Reports | | Copy | | |
| Credit Explanation Letters | | Copy | | |
| Signed Federal Tax Returns (3 years) | | Copy | | |
| Transfer of Servicing Notice at Application | | Copy | | |
| Transfer of Servicing Notice at Transfer (RESPA Goodbye letter) | | Copy | | |
| Builder Warranty, if applicable | | Copy | | |
| Project Approval Notice (PUD's only) | | Copy | | |
| Declaration and Bylaws (Condo or Pud's only) | | Copy | | |
| Subsidy Recapture Disclosure Statement | | Original | | |

| ✓ Documents | | Purchase Approval Stage (within 5 days of purchase) | | Final Documents Stage (within 180 days of loan closing) | |
|-------------|--|--|--------------------|--|--------------------|
| | | Minnesota Housing | Servicer (US Bank) | Minnesota Housing | Servicer (US Bank) |
| | Deliver To: | | | | |
| | Interpretation of Laboratory Findings (private wells) | | Copy | | |
| | Final Inspection Report and Signed Escrow Agreement, if applicable | | Copy | | |
| | Condo/PUD Approval, if applicable | | Copy | | |
| | Homeownership Education Certification, if applicable | | Copy | | |
| | Ground Lease (CLT transactions only) | | Copy | | |
| | Federal Housing Administration (FHA) | | | | |
| | Record Change (HUD 92080) (if not sent electronically) | | Copy | | |
| | FHA Mortgage Insurance Certificate (HUD Form 59100.1) | | | Copy | Original |
| | Direct Endorsement (HUD 92900) | | Copy | | |
| | Mortgage Credit Analysis Worksheet (HUD Form 92900) | | Copy | | |
| | Notice to Buyers (Minnesota Housing Form) | | Copy | | |
| | FHA Conditional Commitment and Specific Conditions | | Copy | | |
| | Federal Housing Administration (FHA) 203 K Streamlined (in addition to all documents required for FHA loans) | | | | |
| | Maximum Mortgage Worksheet (HUD-92700) | | Copy | | |
| | 203 K Borrower's Acknowledgement (HUD-92700-A) | | Copy | | |

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|-------------|---|--|--------------------|--|--------------------|
| | | Minnesota Housing | Servicer (US Bank) | Minnesota Housing | Servicer (US Bank) |
| | Deliver To: | | | | |
| | FHA Contract Addendum (HUD Form) | | Copy | | |
| | Rehabilitation Loan Agreement (HUD Form) | | Copy | | |
| | Rehabilitation Loan Rider (HUD Form) | | Copy | | |
| | Escrow Commitment Procedure Statement of Understanding (HUD Form) | | Copy | | |
| | Mortgagers Letter of Completion (HUD Form) | | | | Copy |
| | Final Release Notice (HUD Form) | | | | Copy |
| | FHA Streamlined 203K Appliance Form (Minnesota Housing Form) | | Copy | | |
| | Conventional | | | | |
| | Loan Transmittal Summary (FNMA Form 1008) | | Copy | | |
| | PMI Certificate | | Original | Copy | |
| | Mortgage Change Letter | | Copy | | |
| | PMI Disclosure Statement | | Copy | | |
| | Rural Development (RD) | | | | |
| | Loan Transmittal Summary (FNMA Form 1008) | | Copy | | |
| | Loan Note Guarantee (RD 1980-17) | | | Copy | Original |
| | Conditional Commitment (RD 1980-18) | | Copy | | |
| | Lender Record Change (RD 1980-11) | | Copy | | |

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|-------------|--|--|--------------------|--|--------------------|
| | Deliver To: | Minnesota Housing | Servicer (US Bank) | Minnesota Housing | Servicer (US Bank) |
| | Veteran Administration (VA) | | | | |
| | VA Loan Guaranty Certificate (VA 26-1899) | | | Copy | Original |
| | VA Funding Fee Transmittal | | Copy | | |
| | Certificate of Eligibility | | Copy | | |
| | Certificate of Loan Disbursement (VA 26-1820) | | Copy | | |
| | Certificate of Reasonable Value and Conditions | | Copy | | |
| | Notice to Veteran and Consent | | Copy | | |
| | Loan Analysis Form (VA 26-6393) | | Copy | | |