

The documents listed below must be completed and submitted to Minnesota Housing within five days of closing the loan. Refer to the below Deferred Loan Transmittal Form for details. The following forms (except Assignment and HUD-1 or Closing Disclosure) are found on [Minnesota Housing's Impact Fund webpage](#).

### **All Deferred Loan Transactions**

1. **Deferred Loan Transmittal Form.** [See Page 2 of these Deferred Loan Closing Instructions.](#)
2. **Closing Disclosure, HUD-1 or HUD-1A** if required by the [TILA-RESPA Integrated Disclosure Rule](#) and RESPA, or a memorandum explaining exemption from disclosure requirements.
3. **Impact Fund Mortgage** – [fillable form](#).
4. **Impact Fund Mortgage Note** – [fillable form](#).
5. **Assignment of Mortgage Form 20.3.2**, version 2011. This is not a Minnesota Housing form. Refer to the [Minnesota Department of Commerce's website](#).

### **NOTICES**

- ✓ Funds for deferred loans are generally disbursed on a loan-by-loan basis as Administrator commits loan funds to borrowers. To request loan funds, submit a [Request for Funds form](#) (available on [Minnesota Housing's Impact Fund webpage](#)).
- ✓ In cases where a Homebuyer is receiving a new FHA-insured first mortgage and an Impact Fund Deferred Loan providing Affordability Gap assistance, do not assign the Loan to Minnesota Housing until after the Borrower's first mortgage has been insured by FHA.
- ✓ Submit electronic copies of the note, unrecorded mortgage, unrecorded assignment, closing statement, Transmittal Form and Household Demographic Project form to Minnesota Housing via Box.com **within 5 business days of the closing date**. 'Closing date' is the date the note and mortgage are signed. Please contact [joseph.baldeshwiler@state.mn.us](mailto:joseph.baldeshwiler@state.mn.us) to get setup with Box.com.
- ✓ Send a paper copy of the documents indicated on the below Deferred Transmittal to the Servicer **within 5 business days of the closing date**. 'Closing date' is the date the note and mortgage are signed.
- ✓ The Administrator is responsible for recording the mortgage and assignment, forwarding the original recorded documents to the servicer AmeriNat, and sending a copy of the recorded documents to [mnhousing.portfolio@state.mn.us](mailto:mnhousing.portfolio@state.mn.us)
- ✓ Submit a [Household Demographic Project Information form](#) to Minnesota Housing. A fully completed Demographic form is required on all Affordability Gap and Rehab loans that are completed. A partially completed Demographic form with available information is required for incomplete Rehabilitation loans.

**INSTRUCTIONS:** Deliver a copy of this form along with the documents listed below within 5 days of closing and prior to termination/expiration of the Impact Fund Agreement to:

**AmeriNat**  
217 So. Newton Ave  
Albert Lea, MN 56007  
Attn: New Loans

Impact Fund Administrator (Organization Name)		Impact Fund Award ID #
Administrator Contact Person	Contact Phone #	Contact E-Mail
Borrower Last Name	Co-Borrower Last Name	
Borrower SSN	Co-Borrower SSN	
Borrower Phone Number	Co-Borrower Phone Number	

✓	Purpose of Loan (Choose one)	Is the Project, including all construction or rehabilitation, complete?
	Affordability Gap	<input type="checkbox"/> A completed <a href="#">Household Demographic Project Information form</a> needs to be sent to Minnesota Housing.
	Owner-Occupied Rehabilitation	<input type="checkbox"/> Yes. A completed <a href="#">Household Demographic Project Information form</a> needs to be sent to Minnesota Housing. <input type="checkbox"/> No. If the project is not completed a <u>partially completed</u> Demographic form with available information needs to be submitted to Minnesota Housing.

✓	Documents Required for Transactions Secured by Real Estate	
	Note (endorsed to Minnesota Housing Finance Agency)	<b>Original</b>
	Unrecorded copy of the Mortgage	Copy
	Unrecorded copy of the Assignment of Mortgage	Copy
	Closing Statement, Closing Disclosure, or HUD-1/ HUD-1A	Copy
	Household Demographic Project Information form completed as indicated above	Copy