

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.

_____ Loan Submission worksheet	_____ Copy of Pre-Rehab Inspection to Rehabilitation Standard
_____ Copy of Borrower Application	_____ Final Selected Bid(s) from Contractor(s) itemizing work to be completed
_____ Current Mortgage Statement	_____ Proof that Borrower is current on property tax payments, if applicable (not required for properties located on tribal leased land)
_____ Income Eligibility Calculation Worksheet with income documents	_____ Accessibility & Disability Verification Form, if applicable
_____ Asset documentation for all household residents 18+ (minimum 3 months bank statements)	_____ Notice of Manufactured Home Sales, if applicable
_____ Purchase Agreement or Intent to Purchase Document, if applicable	_____ Notice of Compliance Form, if applicable
_____ Copy of Title Search or Deed with chain of title documents, Copy of Tribal Land Lease, if applicable	_____ Certificate of Completion for electronic signatures, 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.

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

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	_____ Deed Restriction, if applicable
_____ Original Endorsed Note	_____ Original Recorded Modification of Note and Mortgage Agreement, if applicable
_____ Original Recorded Mortgage	_____ Lender's Certificate (Purchase Advice)
_____ 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.

_____ Borrower Application	_____ Modification of Note and Security Agreement, if applicable
_____ Public Safety Form 2017	_____ Lender's Certificate (Purchase Advice)
_____ Endorsed Note and Manufactured Home Security Agreement	_____ Installation Inspection Report*
_____ 31 Code Compliance Inspection, if applicable	_____ Home Warranty, if applicable
_____ Email acknowledgment of acceptance of installation*	

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