

Veterans Housing Assistance Program Second File Checklist

Borrower's Name: _____ MSD#: _____

Seller's Name: _____

Type of Loan: _____ Property Type: _____ MIN# _____

1. Original/Clerk certified copy of recorded Deed of Trust & VLB Rider

Property Address: _____ City: _____ Zip: _____

Legal Description: Lot: _____ Block: _____ NCB: _____ Subdivision: _____ Unit: _____ County: _____

RECORDING INFORMATION OF DEED OF TRUST

Date of Deed of Trust: _____ Signature Date: _____

Recording Date: _____ Notary Date: _____

Clerk Number: _____ County: _____

Originating Lender: _____ Volume: _____

Other: _____ Page: _____

RE-RECORDING INFORMATION OF DEED OF TRUST

Date: _____ Clerk#: _____ Vol: _____ Pg: _____

VLB RIDER TO DEED OF TRUST:

- Program amount is correct Interest rate is correct, if applicable
- Interest rate is correct, if applicable
- Recording information is correct and matches the Deed of Trust, if applicable
- Document is assigned to Citibank, N.A.

2. Original/Clerk certified copy of Intervening Assignment (if applicable)

- Program amount is correct
- Interest rate is correct, if applicable
- Recording information is correct and matches the Deed of Trust, if applicable
- Document is assigned to Citibank, N.A.
- Document recorded in correct sequence (recorded after Deed of Trust, but prior to VLB assignment)

3. Original Veterans Land Board Assignment (if applicable)

- Program amount and Interest rate are correct
- Document is assigned from lender to VLB
- Recording information from the Deed of Trust is correct

4. Original/Copy of final Title Policy

- For Short version of title policy, check loan amount, T-36 and schedule B item 2 only.
- For Full Title Policy, make sure the complete jacket is included
- Schedule A, Insured amount covers the program loan (plus the participant loan, if applicable)
- Schedule A, item 2 reads only "Fee Simple"
- Schedule A, item 4 program loan amount and recording information agrees with the Deed of Trust
- Schedule A, item 5 Legal description agrees with the Deed of Trust
- Schedule A, item 6 Environmental Endorsement T-36 is marked and all applicable state statute(s) are listed or T-36 Environmental Protection Endorsement is attached
- Schedule B, item 2 reads only "shortages in area."

5. A. VA Loan - Original/Copy of Loan Guaranty Certificate -LGC

- VA case number matches loan
- Amount of loan is the program loan, plus the participant loan if applicable
- Amount of guaranty is 25%.

6. B. FHA Loan - Original/Copy of Mortgage Insurance Certificate - MIC

- FHA case number is correct
- Amount of loan is the program loan, plus the participant loan if applicable

Reviewed by _____ Date _____