

Texas Veterans Land Board
Veterans Housing Assistance Program Administrator

First File Delivery Checklist

- 1. \$200.00 File Review Fee
- 2. Mortgage Submission Voucher with Officer Signature
- 3. TVLB Commitment Confirmation – Form B
- 4. Current Pay History
- 5. Copy of VA Award Letter from U.S. Department of Veterans Affairs or VA Form Letter FL 27-448
- 6. Original Program Note endorsed to the Veterans Land Board of the State of Texas
- 7. Specific or Limited Power of Attorney (if applicable)
- 8. Alive & Well Certification (applicable if a Power of Attorney is used on a VA Loan)
- 9. Name Affidavit (if applicable)
- 10. VLB Assignment of Program Note (if applicable)
- 11. Intervening Assignment (if applicable)
- 12. Copy of Deed of Trust With All Applicable Riders (e.g. VLB Rider, etc)
- 13. Copy of Take-Out Loan Affidavit (if applicable)
- 14. Mechanics Lien Contract/Deed of Trust (if construction-to-perm loan)
- 15. Title Policy or Commitment/Binder
- 16. Survey with hold harmless conditions
- 17. Final Uniform Residential Loan Application – Form 1003
- 18. VA Loan - VA Certificate of Eligibility
- 19. VA Loan - VA Form 26-1820
- 20. VA Loan - VA Loan Analysis Form 26-6393
- 21. VA Loan – Verification of VA Benefits Form 26-8937 (if applicable)
- 22. Conventional Loan - Transmittal Summary – Form 1008
- 23. Conventional Loan - Private Mortgage Insurance (if applicable)
- 24. FHA Loan - Direct Endorsement Approval – Form 92900A
- 25. FHA Loan - FHA Loan Underwriting and Transmittal Summary – Form 92900-LT
- 26. Fannie Mae DU / Freddie Mac LP Underwriting Findings (if applicable)
- 27. Conventional - Second Lien Note & Deed of Trust (if applicable)
- 28. Earnest Money Sales Contract
- 29. VA Loan – Notice of Value (NOV) or Certificate of Reasonable Value (CRV) (with applicable documents)
- 30. FHA Loan – Conditional Commitment
- 31. Uniform Residential Appraisal Report – Form 1004 or equivalent
- 32. Recertification of Value (if applicable)
- 33. Final Inspection or Repair Inspection (if applicable)
- 34. Certificate of Occupancy (if applicable)
- 35. Energy Star Certificate or HERS Certificate (if new construction)
- 36. Texas Official Wood Destroying Insect Report or Subterranean Termite Soil Treatment or Builder's Guarantee (if applicable)
- 37. Copy of Closing Disclosure with addendums
- 38. Origination Charge Breakdown
- 39. Hazard Insurance Policy
- 40. Life of Loan Flood Certificate
- 41. Flood Insurance Policy (if applicable)