

# Quality Review Checklist

## Full Underwriting



AHFC# \_\_\_\_\_

Submit the following documents in the order listed along with this checklist and a copy of the audit request. You may send the files in a PDF format through a secure email. You may use your company's secure method, or contact AHFC for a secure link.

### Conventional, VA, RD, FHA or HUD-184:

Include all applicable documents on pages: 1 & 2:

- \_\_\_\_\_ Waiver and Release of Liability of the Corporation (PUR-80)
- \_\_\_\_\_ Closing Disclosure (CD) signed by buyer(s) and seller(s)
- \_\_\_\_\_ Recorded Deed of Trust and riders
- \_\_\_\_\_ Recorded Assignment of Deed of Trust to AHFC
- \_\_\_\_\_ Recorded Deed of Trust Modification Agreement (PUR-3)
- \_\_\_\_\_ MI Certificate – if applicable
- \_\_\_\_\_ FHA/VA/RD/HUD-184 Loan Guaranty – as applicable
- \_\_\_\_\_ Second Mortgage Documents (AHELP, etc.)
- \_\_\_\_\_ IRS Form 4506

### Property Documents:

- \_\_\_\_\_ Appraisal final – if applicable
- \_\_\_\_\_ Appraisal update or Recertification of Value
- \_\_\_\_\_ Final Inspection with photos
- \_\_\_\_\_ Contractor's license with residential endorsement
- \_\_\_\_\_ Recorded Home Energy Rating Certificate (PUR-101)
- \_\_\_\_\_ Recorded Summary of Building Inspections (PUR-102)
- \_\_\_\_\_ Certificate of Occupancy
- \_\_\_\_\_ Recorded Certification of Documentation Requirements (PUR-103)
  - \_\_\_\_\_ Energy Rating of at least 2\*
  - \_\_\_\_\_ Home Inspection Summary pages and final
- \_\_\_\_\_ As-Built
- \_\_\_\_\_ Well/septic/water quality tests, in compliance with DEC
- \_\_\_\_\_ COSA – required in Municipality of Anchorage when a property has a septic system and title changes hands
- \_\_\_\_\_ Escrows for Completion
  - \_\_\_\_\_ Fully executed Escrow Agreement
  - \_\_\_\_\_ Lender's Indemnification (PUR-81)
- \_\_\_\_\_ Private Road Maintenance Agreement

### Owner/Builder

- \_\_\_\_\_ Certification of Cost for Owner/Builder (New Construction) or Renovations (PUR-201)\*

### Deed-to-Builder

- \_\_\_\_\_ Evidence the lot was deeded to builder

### Renovation

- \_\_\_\_\_ Certification of Cost for Owner/Builder (New Construction) or Renovations (PUR-201)\*
- \_\_\_\_\_ Construction/Renovation Escrow Disposition (PUR-75)

### One-Step Construction Loans

- \_\_\_\_\_ Construction Loan Agreement

\*AHFC is no longer requiring the PUR-201, however some lenders are.

### AHFC Program-Specific Documents:

#### FHL – First Home Limited

- \_\_\_\_\_ Evidence borrower (and anyone else on title) is a First Time Home Buyer
- \_\_\_\_\_ Request for Taxpayer Identification Number and Cert (IRS Form W-9)
- \_\_\_\_\_ Notice of Recapture Requirement (PRG-46 for Non-Targeted Areas)
  - \_\_\_\_\_ PRG-46T required for Targeted Areas
- \_\_\_\_\_ First Home Limited Acquisition Cost Certification (PRG-47)
- \_\_\_\_\_ FHL/VMP Business Use of Home (PRG-49 – if borrower has Self-Employment)
- \_\_\_\_\_ Evidence that a previously owned manufactured home was not on a permanent foundation



### **VMP – Veterans Mortgage Program**

\_\_\_\_\_ FHL/VMP Business Use of Home (PRG-49 – if borrower has Self-Employment)

### **First Home**

\_\_\_\_\_ Evidence borrower (and anyone else on title) is a First Time Home

Buyer

\_\_\_\_\_ Evidence that a previously owned manufactured home was not on a  
permanent foundation

### **Streamline Refinance**

\_\_\_\_\_ Borrower Release Agreement (ASM-24)

### **Interest Rate Reduction for Low Income Borrowers (IRRLIB)**

\_\_\_\_\_ Evidence borrower (and anyone else on title) is First Time Home Buyer; or  
meet criteria for FTHB exceptions

\_\_\_\_\_ Three months bank statements with all deposits verified

### **Leasehold Land**

\_\_\_\_\_ Recorded Lease Agreement

\_\_\_\_\_ Recorded Assignment of Lease to Lender

\_\_\_\_\_ Recorded Assignment of the Assignment of Lease to AHFC

\_\_\_\_\_ Leasehold Estate Warranty Certification (PUR-78)

\_\_\_\_\_ DOT was recorded with Community Land Trust Ground Lease Rider (PUR-210)

### **Manufactured Home - Type II**

\_\_\_\_\_ Manufacturer's invoice for new units on conventional loans

\_\_\_\_\_ Manufactured Home Report (PRG-22) for existing units

\_\_\_\_\_ Department of Motor Vehicle Title

\_\_\_\_\_ UCC-1 Finance Statement

\_\_\_\_\_ Assignment of Security Agreement (PUR-40)

\_\_\_\_\_ Lease for Manufactured Home Space Outside Mobile Home Park (PUR-41)

\_\_\_\_\_ Assignment of Lease (PUR-42)

\_\_\_\_\_ One-Year Eviction Notice Agreement (PUR-43)

\_\_\_\_\_ Manufactured Home Certification (PUR-44)

\_\_\_\_\_ Manufactured Home Space Guaranty Agreement (PUR-45)

\_\_\_\_\_ Subordination to Security Interest in Man. Home (DOT Beneficiary) (MH-101)

\_\_\_\_\_ Subordination to Security Interest in Man. Home (Owner of Real Prop) (MH-102)

\_\_\_\_\_ Lender's Certification that manufactured home was in AK prior to 1/1/85

\_\_\_\_\_ Mobile Home Park Rental Agreement

\_\_\_\_\_ Lender's certification the borrower received no cash back

### **For Lot Acquisition**

\_\_\_\_\_ Copy of bid to move manufactured home

\_\_\_\_\_ Evidence of loss/damage insurance to move manufactured home

\_\_\_\_\_ Evidence of cost of site improvements

### **AHFC REO properties Sold As-Is**

\_\_\_\_\_ Buyer's Awareness of Prior As-Is Sale (PUR-72)

\_\_\_\_\_ Recorded Engineer's Inspection Certificate (PUR-71)

### **Other:**

Use this section to include documentation considered necessary to verify, clarify or  
substantiate information in the loan file

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Package submitted by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_