

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

Package submitted by:

Phone #:

Email: