



## LENDER SUBMISSION CHECKLIST – PFRS

|                     |
|---------------------|
| Reservation Number: |
| Loan Program:       |
| Date:               |
| Borrower(s) Names:  |
| Property Address:   |

A loan submitted to NJHMFA for a post-closing review must meet all of the below criteria;

- The Lender loan decision at the time of document upload is “Approved”, the loan meets GSE, insurer, and NJHMFA guidelines, and the file is “Closed.”
- All supporting documentation used to render the Lender’s approval and all GSE, Insurer, and NJHMFA required documentation has been uploaded into the **ILRS** for indexing and review.
- All PFRS ORIGINAL collateral and recorded documents will be sent directly to NJHMFA.
- All documents uploaded are CLEAR, CURRENT, COMPLETE, CONSISTENT, RELEVANT & FULLY EXECUTED.

**I certify all of the above statements are true and correct;**

|                                      |
|--------------------------------------|
| Lender Name:                         |
| Lender Representative                |
| Name:                                |
| Lender Representative Email Address: |

The documents listed under each Documentation category are not meant to be an all-inclusive list and represent the standard documents expected to be provided.

*Packages are to be uploaded to: the **ILRS***

### 1. Underwriter Transmittal

- a. Transmittal Summary 1008
- b. Fully executed Underwriter Review Form (URV)
- c. Underwriter notes related to the file
- d. First LE

### 2. URLA

- a. Initial
- b. Final

### 3. All AUS and Credit Docs

- a. AUS findings all pages
- b. Credit Report all pages
- c. Child Support or Divorce Decree or Separation Agreement related to debts
- d. Bankruptcy or Foreclosure documentation
- e. Solar Panel Agreement when payment is included in debts



- f. Any other documentation related to debts or credit
- 4. All Income/Employment Docs**
  - a. Underwriter's Income Calculation Worksheet
  - b. Paystubs – most recent consecutive thirty (30) days
  - c. Written Verification of Employment
  - d. Verbal VOE within ten (10) days of the closing date
  - e. Tax Returns (when applicable)
  - f. Profit and Loss statement (when applicable)
  - g. Business Returns (when applicable)
  - h. Employment gap letter (when applicable)
  - i. Child Support or Divorce Decree or Separation Agreement related to income
- 5. All Asset Docs**
  - a. Asset Statements, most recent sixty (60) days OR 3<sup>rd</sup> party vendor verification by applicable GSE
  - b. Documentation to support large deposits or recurring withdraws related to additional debts
  - c. Earnest Money – complete paper trail
  - d. Gift Letter and all supporting documents
- 6. All Collateral Docs**
  - a. Contract of Sale – Fully Executed with all addendums
  - b. Appraisal with all attachments and photos including any recertifications or re-inspections
- 7. Well, Septic, PMI Certs (when applicable), Termite Cert (when required by an appraiser)**
- 8. Condo/PUD Docs (when applicable)**
  - a. All documentation used by the lender to certify the development is approved by the first insurer
  - b. All project-related insurance documentation
  - c. Completed questionnaire (when applicable)
- 9. HOI & Flood Documentation**
  - a. Homeowners Insurance Dec page showing sufficient and accurate coverage
  - b. Flood Cert
  - c. Flood Insurance documentation
  - d. Hazard Insurance Transfer Letter
- 10. Agency Disclosures & Legal Disclosure Docs**
  - a. Lender Submission Checklist
  - b. Underwriter Attestation Form
  - c. Initial disclosure package provided to the borrower(s) within three (3) days of application
  - d. Any Change of Circumstance documentation and updated disclosures
  - e. E-sign Consent From (when applicable)
  - f. Power of Attorney - Buyer and/or Seller (when Applicable)
  - g. MBOS Statement or Letter from Pension Board
  - h. Loan Applicant's Certification (PFRS Form 003)
  - i. Lender Certification (PFRS Form 004)
  - j. Verification of Membership in the Police and Firemen's Retirement System (PFRS Form 005)
  - k. Notice to Applicant of Potential Adverse Tax Consequences (PFRS Form 006)
  - l. PFRS Statutory Requirements Disclosure (PFRS Form 007)



**11. All Security Docs**

- a. Original 1<sup>st</sup> Note properly endorsed to the Agency per program requirements
- b. Certified True Copy of the Mortgage/Deed of Trust with all required riders
  - i. PFRS 002 Rider
- c. Copy of the executed Deed
- d. Assignment of 1<sup>st</sup> Mortgage to Agency per program requirements
- e. Survey or No-Survey Endorsement

**12. Final Closing Disclosure executed by all required parties**

**13. Title Commitment/Binder**

**14. Investor Docs**

- a. FNMA/Freddie Mac UCDP Documentation
- b. FNMA/Freddie Mac UCD Documentation (when applicable)

**15. Closing Package inclusive of all Disclosures (complete and fully executed)**

- a. Wire Verification (Purchasing Transmittal)
- b. Alta HUD Settlement Form
- c. Supplemental Consumer Information Form (SCIF)
- d. QC Verification Form
- e. Compliance Agreement-Errors & Omissions Form
- f. Privacy Policy
- g. W-9
- h. AKA Statement/Name Affidavit
- i. Borrower's Certification & Authorization
- j. Patriot Act Disclosure form
- k. First Payment Letter
- l. Initial Escrow Disclosure Statement
- m. Initial Tax Authorization Notice
- n. Notice of Assignment, Sale of Transfer or Servicing Rights
- o. Tax Certificate
- p. PFRS Statutory Requirements Disclosure at time of closing (PFRS Form 008)

**16. Purchase Authorization Docs**

- a. Pay History
- b. Forbearance Attestation Letter
- c. HOI Certification