
Section 5

Mortgage Processing Steps

5.1 General

In the FirstHome program, NCHFA will be purchasing mortgages that are originated by approved participating lenders, which meet compliance with federal and state requirements.

Eligible borrowers apply for the FirstHome program at participating lenders by completing a standard mortgage application. If the loan meets the applicable credit and compliance underwriting guidelines, the lender's underwriter issues an approval, *subject to NCHFA's approval.*

Packages should be submitted as early as possible to allow sufficient time for NCHFA to review the file and for the lender to make corrections. **NCHFA will review files on a first-come, first-served basis within one business day of receipt, if received during the 1st – 15th of the month or within two business days of receipt if received after the 15th of the month. This policy also applies to additional or revised documentation that is submitted at a later date.**

Hand-delivered packages will be logged in and distributed along with other packages received by Fedex or other normal delivery methods. Underwriter will call the lender contact listed on the reservation section with approval or denial.

5.2 Loan Origination

Borrowers and non-borrowing occupants are required to sign our NCHFA documents. Sellers are required to sign the NCHFA **Seller Affidavit** (FirstHome/MCC-013) (see item 9 of this section). We do not allow a Power of Attorney to be used for our affidavits.

Note: The following procedures outlined here only suggest the sequence of events for FirstHome loans:

1. Borrower reviews a program brochure or visits our website at www.nchfa.com and schedules an appointment with a participating lender.
2. If the preliminary screening indicates that the borrower meets NCHFA compliance guidelines and the loan meets FHA, VA, USDA or Conventional underwriting guidelines, the lender takes a formal application. The lender obtains normal information, as well as *signed* federal tax returns or IRS Income Tax Transcript for the previous three years, and provides to the borrower a **Preliminary Notice to Applicants of Potential Recapture of Federal Subsidy (FirstHome/MCC-015)**. If mortgage interest or real estate taxes are shown on federal tax returns, the borrower must write a letter of explanation as well as furnish sufficient documentation to support the explanation. (See FirstHome/MCC-200 for tips on reviewing Federal Tax Returns).
3. After the application has been taken, the lender will access the Online Lender Services (OLS) (<http://www.nchfa.org/ols/login.aspx>) and input the reservation information and print the reservation confirmation.

4. Lender obtains a recorded/filed separation agreement and/or a recorded/filed divorce decree if the borrower or co-borrower has been married within the last three years or receives alimony or child support. The recorded document must state the borrower is able to purchase real estate without intervention of the other party to obtain clear title to the property. A Memorandum of Separation and/or a Consent Order does not meet this requirement. An unrecorded Separation Agreement, signed by all parties, combined with a legally recorded separate Free Trader Agreement may be acceptable on a case-by-case basis. Contact an NCHFA underwriter if you have any questions.

If a previous spouse owned a home prior to the marriage and our borrower only had a marital interest, we would need documentation to support our borrower did not have an ownership interest during the past 3 years. Acceptable documentation would include a 3 year title search on the marital home or the most recent property tax bill showing the previous spouse's name only. (See appendix for **FirstHome/MCC-024 form** to assist in explaining this requirement to the borrower).

5. Lender verifies that borrower's income, acquisition cost, and prior home ownership requirements are met. Borrower's income must be re-verified if the loan closes 120 days after the period ending date of latest pay stub.
6. Lender obtains the borrower's signature on the **Request for Copy of Tax Form 4506 and Program Certifications (FirstHome/MCC-014)**, with all applicable sections completed. Both forms must also be dated. The IRS form 4506-T is also acceptable.
7. If second-mortgage funds are obtained, the borrower must satisfactorily complete pre-purchase homebuyer educational training.
8. Lender completes the verification process and the borrower signs and dates the **Request for Conditional Commitment (FirstHome/MCC-012)**.

The Request for Conditional Commitment includes the following requirements:

- a. Certification that the residence will be used as the borrower's principal residence within 60 days after the day of loan closing.
 - b. Certification that the borrower has not owned a residence in which he/she has lived in during the preceding three-year period. This is not required for the purchase of a home in a Targeted Area or one-time Veteran's exemption.
 - c. Certification that the acquisition cost does not exceed the acquisition cost limits.
 - d. Certification that the borrower's gross annual income does not exceed permitted income limits.
 - e. Acknowledgment that any material misstatement or fraudulent statement is made under penalty of perjury.
 - f. Notarized acknowledgement of the borrower(s) signature(s).
9. Lender completes the **Seller Affidavit (FirstHome/MCC-013 form)** and obtains the seller's notarized signature. Be aware of the following requirements on the seller's signature.
- a. All sellers must sign the NCHFA Seller Affidavit. We are unable to accept a Power of Attorney as the affidavit is a sworn legal document. A relocation company is authorized to sign Sellers Affidavit. Active duty military personnel will be reviewed on a case by case basis.
 - b. If signed by a company official, the signature line must include the name of the selling company and the title of the individuals signing the Seller Affidavit.

- c. If the Seller Affidavit is executed by an estate, the Agency must have a copy of the signed and stamped Letter of Administration or Letter of Testamentary which authorizes the Executor/Executrix's signature. (See Appendix A for an example of this form). The Letter of Administration/Testamentary can be obtained by the Executor/Executrix or from the county courthouse.
 - d. Notarized acknowledgement of the Seller(s) signature(s).
- 10. Prior to submitting the file to the lender's underwriter, the processor should enter the appraisal, credit data information and print the Underwriter Data Summary & Approval form. The Underwriter Data Summary & Approval form is included in the submission package to the lender's underwriter and to NCHFA.
 - 11. For all loans, the lender's underwriter must review the file for NCHFA compliance issues (and credit and property issues for all loans). Once satisfied all industry underwriting and NCHFA compliance issues have been met, the lender's underwriter must sign the Underwriter Data Summary & Approval form at the bottom left hand side. The lender issues its approval, subject to NCHFA's approval.
 - 12. **All loans must receive an AUS (DU/LP/GUS) Approve/Accept credit recommendation and have a representative credit score of 600 or above and must include a complete credit package.** To determine the single applicable credit score, the lender should first evaluate each borrower separately. The single applicable credit score is the lower score when two credit scores are obtained or the middle score when three credit scores are obtained. Where there is only one borrower, the single applicable score used to underwrite that borrower is the "representative" credit score for the mortgage loan.

If more than one individual is applying for the same mortgage, the lender should determine the single applicable credit score for each individual borrower and then select the lowest applicable score from the group as the “representative” credit score for the mortgage. The “representative” credit score for the mortgage should be used to underwrite and evaluate the comprehensive risk for the mortgage application. **NCHFA will no longer accept loans with non-traditional credit histories.**

In addition to the loan type and insurer requirements, NCHFA requires all INDIVIDUAL non-medical collections exceeding \$2,500 be paid in full prior to or at closing.

NCHFA will review the data input on the automated underwriting (AUS) findings for accuracy. If we find inaccuracies, we will ask the lender to make corrections and obtain a new automated decision.

NCHFA reserves the right to request or require additional information to render a decision on a loan regardless if it receives an “Accept” or “Approve” rating through an automated underwriting system.

13. After the loan is approved by the lender’s underwriter, an underwriting submission package is sent to NCHFA. The FirstHome Mortgage Submission Package Checklist (FirstHome-011) should be included in the package. See Section 5.3 for more information.

NOTE: The Underwriter Data Summary and Approval form must be signed by the lender’s underwriter in all cases prior to NCHFA’s review of the submission package.

5.3 Lender Submission Package

1. Once the loan is approved by the lender's underwriter, the lender forwards a submission package consisting of the following documents in an Agency approved green folder, fastened at the top, on the right-hand side, in the order specified:
 - Submission Package Checklist (FirstHome-011) (Original)
 - Underwriting Summary and Approval Form
 - Automated Underwriting Findings (Printout) for all loan types
 - Signed and dated FHA Loan Underwriting and Transmittal Summary (FHA loan) (Copy); VA Loan Analysis 26-6393 (VA Loan) (Copy); or Fannie Mae Transmittal Summary 1008 (Conventional Loan) (Copy); or Conditional Commitment for Single Family Housing Loan Guarantee 1980-18 (USDA Loan) (Copy)
 - Final Uniform Residential Loan Application (Form 1003) (Conventional, FHA, VA and USDA loans) (Copy); HUD/VA Addendum (92900-A); (FHA and VA loans) (Copy)
 - Request for Conditional Commitment (FirstHome/MCC-012) (Original)
 - Compliance Income Worksheet
 - Verification of current Employment (Copy)
 - Pay stubs verifying year-to-date income (Copy)
 - Verification of prior employment (written VOE or verbal) to match last year's W-2's
 - Trust Certification for Loan Application (FirstHome/MCC-017) if applicable
 - Recorded Separation Agreement and/or Recorded/filed Divorce Decree (Copy), if applicable
 - Copies of all of **last** year's W-2's and/or 1099's to match the tax returns
 - Signed copies of borrower's three previous years' federal tax returns (with attached schedules, if applicable)
 - Signed and notarized Seller Affidavit (FirstHome/MCC-013) (Original)
 - W-9 (Copy)

- Uniform Residential Appraisal Report (Fannie Mae 1004 or 2055) (Copy), and additional documentation regarding maximum acreage, if applicable. Include the Statement of Appraised Value signed by the FHA D. E. Underwriter (FHA) (Copy), Certificate of Reasonable Value (VA) (Copy) or L.A.P.P. Notice of Value signed by the lender's Appraisal Reviewers (VA) (Copy)
- Fully executed Sales Contract with all pages and addendums (Copy)
- Program Certifications (FirstHome/MCC-014) (Original)
- Preliminary Notice to Applicants of Potential Recapture of Federal Subsidy (FirstHome/MCC-015) (Original)
- Request for Copy of Tax Form 4506 or 4506-T (Copy)
- Mobile Home Certification (FirstHome-020) (Original), if applicable
- Complete credit package is required on **All** loans,
 - ___ *Credit report explanations, if required by AUS feedback*
 - ___ *Credit verification of funds(i.e., copies of most recent 2 months bank statements)*
 - ___ *Borrowers' explanation for recent large deposits(over \$250)*
 - ___ *Verification of rental history, if required by AUS feedback*

If 2nd Mortgage (DAP)

- FirstHome-DAP Addendum to Sale Contract (FirstHome-022) (Original)
- FirstHome-DAP Monthly Cash Flow Worksheet (FirstHome-203)

NOTE: Check applicable sections on the Program Certification (FirstHome/MCC-014) for DAP loans

1. A complete credit package includes copies of all the documentation required by FHA, VA, USDA, and Conventional before the loan is submitted for approval (i.e., credit report, credit report explanation, Verification of Rent (VOR) may be required, 2 months bank statements, etc.).
2. **Monthly Cash Flow Worksheet (FirstHome-203)** is required for all loans requesting 2nd mortgage funds. NCHFA reserves the right to utilize this form on any bond loan to determine the applicant's ability to handle all monthly obligations.

Note: NCHFA will not increase (gross up) non-taxable income in determining monthly cash flow.

3. The loan is reviewed by NCHFA's Loan Committee and thoroughly discussed with the lender before any loan is declined.
4. NCHFA reviews the submission package for completeness and determines whether all necessary affidavits are properly executed. Adequate time should be allowed between submission and when approval is required for the lender to make corrections on affidavits and/or supply additional information and/or documentation.
5. Additional documentation must be received in a reasonable amount of time (normally two [2] weeks) in order to issue an approval or denial.
6. If the submission package is acceptable, the lender is notified via email of the loan approval. The lender will be able to print the Conditional Commitment from the Online Lender Services (OLS) system.

The Conditional Commitment states that NCHFA will purchase a mortgage loan in a specified amount from the lender on evidence of compliance with the FirstHome Mortgage program requirements and the closing of the mortgage loan.

5.4 Loan Closing

1. Lender receives the **Conditional Commitment** from NCHFA. A loan should never be closed without NCHFA's Conditional Commitment. **(Conditions that need to be addressed prior to closing will be listed on the bottom of the Conditional Commitment. Until these conditions are cleared by NCHFA, the loan will not be purchased).**

2. Prior to closing, the lender determines whether a **Recertification of Income (FirstHome/MCC-103)** form must be completed and executed. The lender should compare the pay period ending date on the most recent pay stub to the closing date. If the loan closing date is greater than 120 days after the pay period ending date, the lender must obtain a current written VOE or pay stub to determine the compliance income is still below the income limits. **If the compliance income is over the program income limit, the loan will not be purchased by NCHFA. Contact an NCHFA underwriter if you have any questions.**

3. Lender closes the loan following their normal procedure making sure to obtain as part of the closing package the following NCHFA affidavits.
 - a. Lender Closing Affidavit - Please note that any co-borrower or non-borrowing co-occupant's name must appear on the Lender Closing Affidavit. The Social Security number of all co-borrowers must also be shown.

 - b. Borrower/Co-Occupant Closing Affidavit - Please note that any co-borrower or non-borrowing co-occupant's name must appear on the Borrower/Co-Occupant Closing Affidavit. All non-dependent adult occupants must sign this form. We do not allow a Power of Attorney to be used for our affidavits.

4. NCHFA is a MERS[®] member and requires all FirstHome mortgages to be registered in the MERS[®] system. We require all of our participating lenders to be MERS[®] members or provide a recorded Assignment from the lender to MERS.

Steps for lenders who are MERS[®] Members

- a. Generate a MIN (Mortgage Identification Number) within your system and place the MIN on the Deed of Trust.
- b. Use the MOM (MERS as Original Mortgagee) Deed of Trust form
- c. Register the loan in your name with the MERS[®] System using your MERS Org. ID as Servicer and Investor within 10 business days of closing.
- d. Within 48 hours of receipt of purchase funds from NCHFA,
 1. Initiate Transfer of Beneficial Rights (TOB) to NCHFA. **NCHFA's ORG ID is 1007932**. Use your MERS reports to monitor that NCHFA confirms the transfer.
 2. Once the TOB is confirmed by NCHFA, initiate a Transfer of Servicing (TOS) to the appropriate servicer below:

| Servicer | ORG ID | Servicer | ORG ID |
|----------|---------|--------------|---------|
| BB&T | 1001599 | Marsh Assoc. | 1007998 |

Use your MERS reports to monitor that the new Servicer confirms the transfer.

Steps for lenders who are MERS[®] Members and US Bank is chosen servicer

- a. Generate a MIN (Mortgage Identification Number) within your system and place the MIN on the Deed of Trust.
- b. Use the MOM (MERS as Original Mortgagee) Deed of Trust form
- c. Register the loan in your name with the MERS[®] System using your MERS Org. ID as Servicer and Investor within 10 business days of closing.
- d. Within 48 hours of receipt of purchase funds from US Bank,
 1. Initiate Transfer of Beneficial Rights (TOB) and Transfer of Servicing Rights (TOS) to US Bank.

| Servicer | ORG ID |
|----------|---------|
| US Bank | 1000212 |

Steps for lenders who are NON-MERS Members

- a. Use the standard NC Deed of Trust form at closing.
 - b. NCHFA will generate a MIN (Mortgage Identification Number) and include it on the Conditional Commitment. Please place the MIN on the Assignment from you, the lender, to MERS. (See **MERS Sample Assignment FirstHome-108**).
 - c. Record the Assignment and include in the final documents to NCHFA.
 - d. Charge the MERS fee at closing (currently \$6.95). This fee can be charged to the buyer or seller and if charged, ensure it is placed on the GFE and HUD-1.
 - e. NCHFA will deduct the MERS fee, currently \$6.95 from the purchase funds for each loan.
 - f. Within 48 hours of sending the assignment to be recorded, notify Pat Bottomley of our Finance business group of this date. She can be reached at pbbottomley@nchfa.com and 919-877-5689. NCHFA staff will register the loan on the MERS[®] System.
5. Lender includes (**Federal Recapture Tax Closing Packet FirstHome/MCC-107**) as a part of the closing package to the attorney. This packet is retained by the borrower.
6. Lender should further instruct the closing attorney/agent as follows:
- a. The borrower(s) may not be charged discount points unless the applicable NCHFA rate sheet specified such charges are allowed.
 - b. The mortgage payment must include amounts to pay the property taxes and all applicable insurances. NCHFA does not allow non-escrow loans.
 - c. The Trustee fee on all Deeds of Trust must be 5%.
 - d. If the borrower is receiving subordinate mortgage funds from NCHFA, the HUD-1 must reflect the borrower has the required \$1,000 of his/her own funds into the transaction.
 - e. The following homeowners' and flood insurance mortgagee clauses must be used:

First Mortgage – if US Bank is your chosen servicer

US Bank, N.A.

Its successors and/or assigns, as their interest may appear

c/o US Bank Home Mortgage

PO Box 7298

Springfield, OH 45501-7298

First Mortgage – if US Bank is not your chosen servicer

Lender Name

Its successors and/or assigns, as their interest may appear

c/o Servicer Name

Servicer Address

NCHFA Subordinate Loan - Additional Mortgagee Clause

North Carolina Housing Finance Agency

Its successors and/or assigns, as their interest may appear

PO Box 28066

Raleigh, NC 27611-8066

5.5 Shipping the Closing Package

After closing, the closing package should be shipped to the appropriate party below. The loan must be delivered for purchase within 30 days of the lock-in expiration date. The **FirstHome Closing/Purchase Package Checklist (FirstHome-100-P)** should be used to put the file in the appropriate order.

If US Bank is the lender's chosen servicer:

1. Lenders should forward the closing package to the following address:

US Bank Home Mortgage – MRBP Division
Attention: MRBP Operations Department
17500 Rockside Road
Bedford, OH 44146

(Note: All underwriting conditions as noted on the Conditional Commitment and the executed HUD-1 Settlement Statement must be faxed to the attention of "Closing Department", fax number (919) 877-5704 within 48 hours of closing.)

2. The first mortgage NOTE must be endorsed by the lender as follows:

"Pay to the Order of the US Bank N. A. Without Recourse" and must be signed by the appropriate lending official. This endorsement should be on the last page of the NOTE. **An Allonge is not acceptable.**

3. The lender must simultaneously submit a servicing package along with the closing package. US Bank provides its own servicing package checklist, according to loan type.
4. If applicable, the lender must forward the original Promissory Note for the NCHFA second-mortgage (Down Payment Assistance [DAP]) funds in the closing package. The signature(s) and date on the Promissory Note must match the first mortgage Note.
5. Under no circumstances, is the lender allowed to advance a mortgage payment on behalf of the borrower.

6. A complete purchasing package consists of the following with the documents in a legal size green FirstHome closing folder fastened at the top in the order listed below. The information on the front of the folder should be completed.

Left Side:

- ___ Original Closing/Purchasing Package Checklist (FirstHome-100-P)
- ___ Original Borrower/Co-Occupant Closing Affidavit (FirstHome/MCC-101)
- ___ Original Lender Closing Affidavit (FirstHome/MCC-102)
- ___ Copy of Note (1st and 2nd mortgages)
- ___ Copy of Survey, if applicable (if required by title company)
- ___ Copy of HUD-1 Settlement Statement
- ___ Copy of Name Affidavit to include all name variations
- ___ Copy of NCHFA's Conditional Commitment
- ___ Underwriting conditions as listed on the Conditional Commitment
- ___ Original Recertification of Income (FirstHome/MCC-103), if applicable (if income documents are over 120 days old)
- ___ Copy of IRS Form W-9
- ___ Copy of Recorded Power of Attorney (if applicable)

Right Side:

- ___ Original Note (1st and 2nd mortgages)

If US Bank is NOT the lender's chosen servicer:

1. Lenders should forward the closing package to the following address:
NC Housing Finance Agency
Attention: Loan Purchasing Specialist
3508 Bush Street
Raleigh, NC 27609
2. The first mortgage NOTE must be endorsed by the lender as follows:

"Pay to the Order of the North Carolina Housing Finance Agency Without Recourse" and must be signed by the appropriate lending official. This endorsement should be on the last page of the NOTE. **An Allonge is not acceptable.**
3. The lender must simultaneously submit a servicing package to the servicer, separate from the closing package that is sent to NCHFA. Each servicer provides its own servicing package checklist.
4. If applicable, the lender must forward the original Promissory Note for the NCHFA second-mortgage (Down Payment Assistance [DAP]) funds in the closing package. The signature(s) and date on the Promissory Note must match the first mortgage Note.
5. Under no circumstances is the lender allowed to advance a mortgage payment on behalf of the borrower.

6. A complete purchasing package consists of the following with the documents in a legal size green FirstHome closing folder fastened at the top in the order listed below. The information on the front of the folder should be completed.

Left Side:

- ___ Original Closing/Purchasing Package Checklist (FirstHome-100-P)
- ___ Original Borrower/Co-Occupant Closing Affidavit (FirstHome/MCC-101)
- ___ Original Lender Closing Affidavit (FirstHome/MCC-102)
- ___ Copy of Note (1st and 2nd mortgages)
- ___ Copy of Survey, if applicable (if required by Title Company)
- ___ Copy of HUD-1 Settlement Statement
- ___ Copy of Name Affidavit to include all name variations
- ___ Underwriting conditions as listed on the Conditional Commitment
- ___ Original Recertification of Income (FirstHome/MCC-103), if applicable (if income documents are over 120 days old)
- ___ Copy of IRS form W-9
- ___ Copy of Recorded Power of Attorney (if applicable)

Right Side:

- ___ Original Note (1st and 2nd mortgages)

5.6 Loan Purchase Review and Funding

As noted in Section 5.5, documents are forwarded to the appropriate party below, depending on which company was chosen as the servicer.

1. NCHFA (or US Bank) reviews the closing package for completeness and compliance and determines whether all necessary affidavits are properly executed.
2. Mortgage loan closing packages must be delivered for purchase within 30 days of the lock-in expiration date. If this deadline is not met, a late fee will be required by the Agency for delivery beyond the deadline. The non-refundable late fee of \$50 will be assessed per month for late closing packages.
3. NCHFA (or US Bank) will purchase mortgages in the sequence submitted and wire transfer funds to the specified account of the lender. NCHFA (or US Bank) cannot make assurances about the time required for mortgages to be purchased.
4. Purchase schedules will be forwarded to originating lenders indicating which loans will be purchased the following week.
5. The purchase price paid by NCHFA for each second mortgage loan (Down Payment Assistance [DAP]) will be equal to 100% of the outstanding principal amount of the Note. The funding of the second mortgage will include the loan amount of the second mortgage and a \$250 processing fee to the lender.
 - a. If US Bank is the servicer, the lender receives the second mortgage funds at the same time as the first mortgage funds.
 - b. If US Bank is NOT the servicer, the second mortgage funds are funded by Automated Clearing House (ACH) deposit to the lender directly from the State Treasurer's office, approximately two weeks after the funding of the first mortgage.

5.7 Shipping the Final Documents

1. All final documents (recorded Deed of Trust, Title Policy, Assignment, if applicable) and any corrections and/or title endorsements must be received by either US Bank or NCHFA within 120 days (4 months) of closing. Please use **FirstHome Final Documents Package Checklist (FirstHome-100-FD) if sending the final documents to NCHFA**. If all final documents are not submitted to complete the file within 120 days (4 months) of closing, there will be a late fee of \$50 per month for final documents that are received after the 120 days. At the end of 180 days (6 months) from closing the loan will be subject to repurchase.

- If US Bank is the chosen servicer, the lender should send all final documents to:

US Bank Home Mortgage
Attention: Document Control Department
17500 Rockside Road
Bedford, Ohio 44146-2099

- If US Bank is NOT the chosen servicer, the lender should send all final documents to:

NC Housing Finance Agency
Attention: Servicing Specialist- Post Closing
3508 Bush Street
Raleigh, NC 27609

2. The Title Insurance Policy must be on the standard ALTA Mortgagee Policy Form and NCHFA must be insured along with the lender by adding the words “its successors and assigns as their interests may appear” or by adding “the North Carolina Housing Finance Agency” as an insured party. The Short Form Title Policy is preferred.
3. Lender must submit to NCHFA (or US Bank) the original executed Mortgage Insurance Certificate (MIC) for FHA loans, (LGC) Loan Guaranty Certificate for VA and (LNG) Loan Note Guarantee for USDA loans. Failure to submit the insurance or guaranty certificate will result in a claim for the mortgage to be repurchased.
4. The final documents **MUST** be submitted to NCHFA (or US Bank) within 120 days of loan closing. *Final documents must be fastened at the top in a manila folder in the following order):*

Left Side:

- ___ Copy of the Closing Final Documents Checklist (FirstHome-100-FD)
- ___ Copy of recorded Deed of Trust with copies of applicable riders (1st and 2nd mortgages) *Note: MERS lenders use the MOM Deed of Trust.*
- ___ Copy of Recorded Assignment from non-MERS lender to MERS
Note: MERS lenders do not provide assignments.
- ___ Copy of Title Insurance Policy with proper endorsements
- ___ Copy of FHA Mortgage Insurance Certificate, VA Loan Guaranty Certificate or USDA Loan Note Guarantee

Right Side:

- ___ Original Recorded Deed of Trust with copies of applicable riders (1st and 2nd mortgages) *Note: MERS lenders use the MOM Deed of Trust.*
- ___ Original of Recorded Assignment from non-MERS lender to MERS
Note: MERS lenders do not provide assignments.
- ___ Original Title Policy with proper endorsements
- ___ Original VA Loan Guaranty Certificate, or USDA Loan Note Guarantee