

New Jersey Housing and Mortgage Finance Agency

Purchase Review Submission Checklist – HFA Advantage Conventional

Borrower Name(s): _____

Agency 1st Mortgage Loan Number: _____

Smart Start Loan # _____

COMPLETE LOAN FILES MUST BE UPLOADED TO METAWORX

The form HMFA FORM 100 “Delivery Transmittal Form” and forms should be in the order specified thereon.

*Items listed below **DO NOT** constitute a complete loan file but necessary documents to complete purchase review*

HMFA Seller’s Guide and checklist definitions can be found on our website at <http://www.nj.gov/dca/hmfa/lenders/>

Enc:	Item #:	Required for:	Form ID:	Document Name:
	1		HMFA 100A (HFA)	Purchase Submission Cover Sheet
	2	1 st Mortgage	Notes	HFA Advantage Note – CTC initialed
	3	1 st Mortgage	Mortgage	HFA Advantage Mortgage - CTC initialed
	4		Appraisal	Full Appraisal
	5		LPA (AUS)	Freddie Mac Loan Product Advisor
	6	DPA	Note	Smart Start Note - CTC initialed
	7	DPA	Mortgage	Smart Start Mortgage - CTC initialed
	8	1 st Mortgage	LE	Loan Estimate (LE)- Initial CTC initialed
	9	1 st Mortgage	LE	Loan Estimate (LE) – Final CTC initialed
	10	DPA Mortgage	TIL	Final Truth-In-Lending Statement
	11	DPA Mortgage	NJHMFA DPA Disc	NJHMFA Down Payment Assistance Disclosure
	12	1 st Mortgage	CD	Closing Disclosure (CD) -Initial CTC initialed
	13	1 st Mortgage	CD	Closing Disclosure (CD) – Final CTC initialed
	14		Final 1003	Uniform Residential Loan Application (FINAL)
	15	1 st Mortgage & DPA	HMFA 101	Mortgage Schedule for 1 st & 2 nd Mortgages with wire info
	16			Deed
	17		Assets	1 month of PITI reserves required
	18	1 st Mortgage	HMFA 142	Assignment of Mortgage (do not mark original/CTC)
	19			Title Binder
	20		Survey	Property Plat Survey or No-Survey Endorsement
	21	1 st Mortgage	MIC	Certificate of Mortgage Insurance (if required)
	22			Initial Escrow Account Disclosure Statement
	23			Initial Tax Authorization Notice
	24			First Payment Letter
	25		HO3	Standard Hazard Insurance Policy
	26	Condo	HO-6	H -06 Hazard Insurance Policy
	27	Condo or PUD		Condo/PUD Limited Liability Certification
	28	Condo or PUD		HOA Questionnaire
	29		HOI –Processors Cert	Required for any loan not purchased by NJHMFA within 60 days
	30			Lender's Commitment to borrowers
	31		NPMA-33	Wood Destroying Pest Inspection NPMA-33-as required
	32	1 st Mortgage	HELLO / GOODBYE	Notice of Assignment, Sale of transfer of Servicing Rights
	33	POA		Power of Attorney Buyer/Seller (pre-approval prior to closing)
	34			Borrowers Certification & Authorization
	35			AKA Statement/Name Affidavit
	36			Privacy Policy
	37			W-9
	38			Compliance Agreement - Errors & Omissions Form
	39			Acknowledge of receipt of Appraisal Report
	40			Earnest Money Deposit
	41		VVOE	Verbal Verification of Employment
	42			Hazard Insurance Transfer Letter
	43			Flood Hazard Determination Letter
	44			Patriot Act
	45		HUD	HUD Counseling Certificate (if applicable)
	46			Settlement Service Provider list
	47			QC Verification Form
	48			Alta HUD Settlement
	49			Complete Credit Package
	50			Complete Disclosure Package
	51			Address Affidavit
	52			Compete Closing Package
	52			E Sign Consent Form-if applicable
	53			FNMA/Freddie UCDP summary

MISCELLANEOUS

All lenders are required to submit/upload the complete underwriting and closing package for all files submitted for review and purchase. Please be sure to include all documents related to the clearance of any DU findings associated with the file.

NJHMFA to successfully run Freddie Mac LQA prior to purchase, lender to be advised of any errors

Collateral Trailing Documents: Must be submitted no later than 120 days after the loan closing along with the Custodial Certificate (HMFA 301). In the instance where the Trailing Documents have been outstanding for more than 120 days from the Purchase Date, NJHMFA has the right to charge/collect from the Participating Lender a fee of \$25, per Trailing Document or the actual recovery cost and recorded costs, whichever is greater.

***All ORIGINAL COLLATERAL AND RECORDED DOCUMENTS MUST BE SENT TO
DIRECTLY TO NJHMFA.***

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

ATTENTION: **SF: HFA ADVANTAGE COLLATERAL DOCUMENTS**

637 SO. CLINTON AVENUE, TRENTON NJ 08611

(For use with overnight delivery services)

Purchasing Staff Contact Information

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