

Correspondent Delivery Requirements-Closing Documents

Last updated: September 30, 2020



BAYVIEW
ACQUISITIONS, LLC



Loan Number: _____ Borrower Name: _____
 Seller ID Number: _____ Seller Name: _____
 File Contact Name: _____ File Contact Email Address: _____
 ULI Number: _____ Seller LEI Number: _____

Final Documents-Do NOT include in loan file. Ship under separate cover to:

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| Recorded Security Instrument | Indecomm Global Services |
| Recorded Assignment to MERS | FD-BV-9902 |
| Recorded Power of Attorney | 1427 Energy Park Drive |
| Final Title Policy | St. Paul, MN 55108 |

Product Specific Trailing Documents (Upload to Client Portal)

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| FHA Mortgage Insurance Certificate (MIC) |
| VA Loan Guarantee Certificate (LGC) |
| USDA Loan Note Guarantee (LNG) |

All items applicable to your transaction must be delivered. Please include any additional items within your submission.

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| Note/Addendums/Allonge (copy only) |
| Certified Copy of Power of Attorney, if applicable |
| Power of Attorney Certification / Lender's Alive and Well Certification (VA loans) |
| Loan Modification Agreements/CEMA Agreements, if applicable |
| Certified Copy of Security Instrument/Applicable Riders/Legal Description |
| Assignment to MERS, if applicable |
| Intervening Assignment(s), if applicable |
| Trust Agreement, if applicable |
| 4506T Completed and Signed at Closing (all sections complete and years noted) |
| Notice of Transfer/Good-Bye Letter |
| Borrower Authorization Form |
| Monthly Payment Letter |
| Initial Escrow Account Disclosure Statement |
| Escrow Waiver, if applicable |
| Closing Instructions |
| All Closing Disclosures, Initial, Signed at Closing, Post Consummation, as applicable |
| Seller Closing Disclosure, if applicable |
| All Loan Estimates, Initial and Revised, and Applicable Change in Circumstance Forms |
| Proof of delivery for Loan Estimates and Closing Disclosures not meeting Mail Delivery Rule and/or not signed and dated by borrower |
| Settlement Service Provider List |
| UCD - FNMA UCD Finding Report and FHLMC Loan Closing Advisor Certificate |
| Tax Information Sheet |
| Tax Authorization (NJ, NY, PA, IL) |
| Wisconsin Tax Option, if applicable |
| Homeowners Insurance or Declarations Page with Paid Receipt |
| Flood Insurance Policy or Declarations Page or Application with Paid Receipt |
| Life of Loan Flood Certification |
| Mortgage Insurance Certificate |
| Amortization Schedule |
| Notice Regarding Mortgage Insurance / Lender Paid Mortgage Insurance Disclosure |
| Evidence of Payment of Insurance Premium for Single Premium MI |
| Initial Application |
| Final Application |
| Demographic Information Addendum |
| Title Commitment |
| Warranty/Grant/Quit Claim Deed |
| Closing Protection Letter |
| Name Affidavit, if applicable |
| W-9 Form |
| Right of Rescission Notice |
| Rate Lock-in-Agreement/Interest Rate Lock Date with Borrower |
| Payment History, if applicable |
| Notice to Home Loan Applicant |
| Loan Applicant Attestation |

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| HUD Settlement Certification |
| HUD 92900-A/VA Form 26-1802a Addendums to Initial and Final Application |
| HUD 92561 Hotel & Transient (FHA 2-4 unit properties) |
| HUD 92564 For Your Protection: Get a Home Inspection |
| Informed Consumer Choice Disclosure Notice |
| FHA Firm Commitment/VA Certificate of Commitment, if applicable |
| FHA Case Query |
| Proof of Payment of FHA UFMIP / VA Funding Fee / USDA Guarantee Fee |
| Homeownership Counseling Disclosure and List of Agencies |
| Homeownership Education Certificate of Completion (as applicable per specific product requirements) |
| State Specific Disclosures |
| Consent to Receive Electronic Disclosures |
| Borrower Consent to the Use of Tax Return Information |
| Homebuyer Education Certificate, as applicable for product |

USDA Requirements

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| Evidence the Guarantee Fee is paid |
| RD 3555-18 Conditional Commitment for Single Family Loan |
| Lender Certification for SFH Guaranteed Loan |
| RD 3555-21 Request for Single Family Housing Loan Guarantee |
| RD 1980-19 Guaranteed Loan Closing Report |

Manufactured Home Requirements (applicable only to products with approval for this property type)

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| Standard FHA Manufactured Home Requirements |
| ALTA 7.1-06 (or equivalent) on Title Commitment/Final Title Policy |
| Manufactured Home Rider or Security Instrument with Manufactured Home information included in property description section |
| Manufactured Home Affidavit of Affixation |
| Engineer Foundation Report/Structural Certification (conventional loans) |
| Evidence of Title Surrender to State |

Community Land Trusts/Leaseholds

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| Fannie Mae Community Land Trust Checklist |
| Community Land Trust Ground Lease Rider (Form 2100 3/06 rev.12/10) |
| ALTA 13.1-06 (Leasehold Loan) Title Endorsement |

Leaseholds

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| Leasehold Agreement |
| HUD-92070 OHF Form, if FHA loan |
| ALTA 13.1-06 (Leasehold Loan) Title Endorsement |

CalHFA Requirements

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| Notice of Commitment |
| Legal Opinion Letter - FHA loans (ML 19-06) |
| Copies of all Subordinate Lien Notes |
| Homebuyer Education Certificate (if applicable) |
| Buydown Agreement (if applicable) |

DCHFA Requirements

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| DCHFADPA Lien Inventory Document |
| Second Loan Program Note and Deed of Trust |
| Borrower Commitment Letter |
| Applicant(s) Closing Affidavit (DC4ME) |
| Down Payment Assistance Loan Commitment to Participating Lender |
| Loan Disclosure for a DC Open Doors Down Payment Assistance Loan |
| Homebuyer Education Certificate |
| Legal Opinion Letter - FHA loans (ML 19-06) |
| FHA Legally Enforceable Commitment Letter for HUD ML 2013-14 |

DSHA Requirements

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| Certificate of Mortgage Loan Compliance Review from DSHA - approval letter |
| Mortgagor's Affidavit - signed and notarized at closing |
| Homebuyer Education Certificate |
| Original Second Loan Program Note and Mortgage |