



State of New York Mortgage Agency Pre-Closing Application File Checklist

SONYMA requires that this checklist and each of the listed documents, as applicable, be submitted with each loan application file sent for approval under the below-named program. Strict adherence to this checklist will reduce the possibility of a suspended loan file. Be reminded, however, that this checklist is an IRS compliance checklist and should not in any way be construed as a checklist for credit underwriting SONYMA loans. Information in brackets [] is for SONYMA use. **Note that the document order listed below is the pre-closing file stacking order.**

SONYMA #: _____ Date: _____

Borrower(s) Name: _____

Property Address: _____

Lender Name: _____ Lender Contact: _____

Telephone #: _____ E-Mail Address: _____

Program: Low Interest Rate Achieving the Dream Construction Incentive
 Other: _____

Please check if the following applies:

- Down Payment Assistance Loan RemodelNY Repair Escrow Option Community Land Trust
 ENERGY STAR® Labeled Home Homes for Veterans Program Loan

1. SONYMA Loan Transmittal (#213/8-09) [A0]

- a. Original or photocopy of the completed form submitted to SONYMA? [A01]
 b. Boxes 1 through 65 legibly and fully completed, with items not applicable marked "N/A" and items to be determined marked "TBD"?
 c. If a Project Set-Aside loan is being submitted, has the number assigned by SONYMA been entered in Item #40, "Construction Code / Project Set-Aside No."?
 d. If property is located in a Target Area, has the appropriate Census Tract Number been entered in Item #20 and the corresponding Target Area Number been entered in Item #39?
 e. If the borrower will be utilizing the RemodelNY Repair Escrow Option, is the repair amount (line B9 of the Maximum Mortgage Worksheet) and the number of rehab payments entered in Item #37?

2. Standard Fannie Mae/Freddie Mac Residential Loan Application (Fannie Mae Form 1003) [0021]

- a. Photocopy of signed and dated application **and** verified application completed in full? [002J/002K]
 b. Is application date on or after the date the sales contract was fully executed and same as the date provided at time of the loan reservation? [002N/002O/002P]
 c. Does the document reflect the correct interest rate and term (30 years) locked with SONYMA? [002Q/002R]
 d. If Borrower(s) is requesting a DPAL, has it been added to the "Details of Transaction" section? [002S/002T]
 e. If Borrower(s) is receiving gift funds and/or subsidies, has it been added to the "Assets" or "Details of Transaction" section? [002U/002V/002W]
 f. If the borrower will be utilizing the RemodelNY Repair Escrow Option, is the Renovation amount from B9 on the Maximum Mortgage Worksheet listed in the alterations section of the Details of Transaction? [0030/0031/0032]
 g. Original document signed and dated by all Borrower(s)? [002X]
 h. Is the "Title will be held in what names and manner in which title will be held" completed? [002Y/002Z]

3. Uniform Underwriting & Transmittal Summary (Fannie Mae Form 1008) [003A]

- a. Is the completed document attached? [003B]
 b. Does the document reflect the correct interest rate and term (30 years) locked with SONYMA? [003C/003D]

4. Executed Contract of Sale [003O]

Note: Lenders are permitted to reserve loans with a fully executed binder in lieu of a formal sales contract. If a binder was used to reserve a loan with SONYMA, a copy of the binder must also be submitted.

- a. Photocopy of document being submitted? [003P]
 b. Is the contract or binder dated on or prior to the loan application date? [003R, 003S]
 c. All terms and conditions of the sale stated within? [003T]
 d. If personal property is being deducted from the Acquisition Cost, are the items and their value individually listed in the contract or binder? [003U/003V/003W]

- e. Signed by all Purchaser(s) and Property Sellers? [003X/003Y, 003Z/0040]
- f. All riders attached and signed? [0041, 0042]
- h. Is the Property Condition Disclosure Form attached, or does the contract indicate the \$500 borrower credit? [0043/0044]
- i. Does the contract of sale state that the home is being built in accordance with the New York ENERGY STAR® labeled home requirements (as applicable for the purchase of a New York ENERGY STAR® labeled home)? [0045/0046, 0047/0048]

Note: Lenders are advised that the loan must not be closed at the special incentive interest rate until the Home Energy Rating Certificate (HERC) is obtained.

5. Appraisal Report (Fannie Mae/Freddie Mac Form) with full interior inspection (see Seller's Guide Section 3.104 or 3.110 for appropriate forms) [004X/004Y]

- a. Photocopy of Appraisal Report with computer- or laser-produced color photographs of the front, back, and street scene being submitted? [N01/N02/N03]
- b. Computer- or laser-produced color photographs of all comparable sales being submitted? [N23/N24]
- c. Date of appraisal less than 6 months old? [004Z/0050]
- d. Is the Census Tract # indicated on appraisal? [0054]
- e. If the subject property is from an attached housing project, does appraiser indicate the total units owned in the project, the total number of units sold, and the total units owned by non-occupying investors? [0055/0056/0057/0058]
- f. **For RemodelNY Repair Escrow Option** loans, does the appraisal report reflect the "as-rehabbed" value of the property subject to "Subject to Completion per Plans and Specs"? [0059/005A/005B]
- g. **For RemodelNY Repair Escrow Option** loans, is the scope of work incorporated into the appraisal?
- h. If the subject unit is from a Cooperative Project, does the appraiser indicate the unit's pro-rata share of the underlying mortgage or the total number of shares, shares for the unit, and mortgage balance? [0063/0064]
- i. If property contains any outbuildings, barns, or other structure, does appraiser adequately describe the current usage and interior of such structure and are color photographs included (interior and exterior)? [005J/005K/005L]

Any of the following items, depending how answered, may require further discussion with SONYMA:

- j. Does the property comply with local zoning ordinances? [005M]
- k. Does the lot size conform to SONYMA's requirements per Item 5 of the Submission of Pre-Closing Application Files Training Module? [005N/005O]
- l. Does the property show any evidence of a prior or current business or commercial use? [005P/005Q]
- m. Does the property contain more kitchens than the number of housing units? (provide a color photo of the kitchen and surrounding areas). [005R/005S]

6. Recapture Notification and Mortgagor's Affidavit (#211/3-11) [0082]

- a. Photocopy of document being submitted? [0083]
- b. Mortgage Lender name completed? [0088]
- c. Mortgagor(s) name(s) completed? [0089]
- d. Property Seller(s) name(s) completed? [008A]
- e. Section entitled "Total persons expecting to occupy the residence (including children)" completed? [008B/008C]

PART II - GENERAL INFORMATION

- f. Mortgagor(s) name(s) appears in first paragraph? [008D]
- g. Mortgagor(s) has checked that he/she is applying for a SONYMA Mortgage Loan and not an MCC? [008E]
- h. Item 2 is completed? [008F]
- i. If property is a three- or four-family dwelling, number of units is circled in item 2(D)? [008G/008H]
- j. If two-to-four family, item 5 completed? [008I]
- k. Item 9(A), (B1), or (B2) completed? [008J]
- l. If Non-Target Area loan or an Achieving the Dream, Habitat for Humanity, and Home of Your Own Program loan, item 9(C) completed in full including the section marked "Select all appropriate responses"? [008K/008L/008M]

Note: Eligible Military Veterans do not need to complete Section 9(C).

- m. Is copy of documentation enclosed to verify income of each Borrower, non-Borrower spouse, and any other titleholder? [008N/008O]

PART III - ACQUISITION COST OF THE RESIDENCE

- n. For existing property, Purchase Price indicated on line 1? (Subtract out any subsidy amount(s) for down payment, including any DPAL, if applicable). [008P/008Q/008R]
- o. For newly constructed property, construction contract price indicated on line 1? [008S/008T]
- p. If a Cooperative, the Pro Rata Share of the Underlying Mortgage is correctly stated in 1(a)? [008U/008V]
- q. If applicable, dollar amount of subsidy/grant (including any DPAL) applied towards down payment of property indicated on line 2? [008W/008X]
- r. If land has been purchased within the last 2 years, the price of the land is indicated on line 3? [008Y/008Z]
- s. If the RemodelNY Repair Escrow Option was utilized, is the repair cost plus allowable financed fees (Line B9) of the RemodelNY Repair Escrow Option Home Mortgage Maximum Mortgage Worksheet) entered on line 3? [0090, 0091/0092/0093]

- t. If the property contains unfinished living space, is the estimated cost to finish the space included on Line 3? (SONYMA requires a contractor's estimate or the appraiser's comments to support this amount.) [0094/0095/0096/0097]
- u. If the Purchaser(s) is paying closing costs normally paid by the seller, is the amount of the concession stated in the sales contract included on Line 5? [009A/009B/009C]
- v. If personal property is listed and given a value in the contract of sale, amount has been deducted on line 6? [009D/009E]
- w. Total acquisition cost has been indicated on line 7? [009F]
- x. Acquisition Cost within appropriate SONYMA Purchase Price Limit? [009G/009H]

PART IV - INCOME ELIGIBILITY

- y. Part A completed only in column entitled "At Loan Application"? [009I/009J]
- z. Column entitled "At Loan Closing" is not completed? [0104]
- aa. Line 14 completed using current monthly income and includes income for all Borrowers, non-Borrower spouses, and any other titleholders? [009K/009L/009M/009N]
- bb. Part B shows annualized current gross income? [009O]
- cc. Sum of income for all Borrowers, non-Borrower spouses, and any other titleholders within appropriate SONYMA Income Limit, in effect as of the loan reservation date? [009R/009S/009T]

PART VI - CERTIFICATION

- dd. Signed by all Mortgagor(s) and Guarantor(s) only in section entitled at "Execution at Time of Loan Application"? [009U/009V/009W]
- ee. Not signed by a Power of Attorney? [009Z]
- ff. Notary section fully completed? [0100]
- gg. Notary stamp and/or seal affixed and notary commission not expired? [0101, 0102]
- hh. Section entitled "Reaffirmation at Title Closing" is not completed? [009X/009Y]
- ii. Document is not reaffirmed by a Power of Attorney? [0103]

7. Homes for Veterans Eligibility Documentation, if applicable

Military Veteran's Eligibility Affidavit (#243/5-09) [only required if Veteran(s), Veteran's spouse and/or Veteran's Co-Borrower(s) are not a First-Time Home Buyer] [0119]

- a. Original or a photocopy of the document being submitted? *(If a copy of the document is provided, the original document must be submitted with the post-closing loan file.)* [011A]
- b. Top of form fully completed? [011C]
- c. Veteran(s) Borrower(s) name and the property address being financed completed in the first paragraph? [011D/011E]
- d. Document signed by Veteran(s) Borrower(s)? [011F]
- e. Form is duly notarized and notary commission has not expired? [011G, 011H]
- f. Photocopy of DD Form 214, Certificate of Release or Discharge from Active Duty attached? [011V/011W/011X]

For Eligible Active Duty or National Guardsmen who are not first time homebuyers

- g. Copy of Leave and Earning Statement provided? [0125/0126]
- h. Copy of Military ID Card provided? [0125/0126]

8. PMI Certificate (for All Loans with an LTV greater than 80%) [0148]

- a. Photocopy of document submitted when primary insurance is applicable? [0149]
- b. Lender named as the insured? [014C]
- c. Loan amount and LTV accurate? [014D]
- d. Borrower(s) name and property address accurate? [014E]
- e. Coverage amount (percent) accurate as required in the Seller's Guide? [014F/014G]

9. Pool Insurance Certificate [014S]

- a. Photocopy of document submitted? [014T]
- b. SONYMA named as the insured? [014U]
- c. Loan amount and LTV accurate? [014V]
- d. SONYMA loan number correctly stated? [014W]
- e. Borrower(s) name and property address accurate? [014X]

10. Signed Federal Income Tax Returns for All Programs (Not Required if Property is Located in Target Area or for eligible military veterans) [012V]

- a. Photocopies of last three (3) years' Federal returns with all schedules for all Borrowers submitted? [012Y/012Z]
- b. Are all returns signed by all Borrower(s)? [0130]
- c. If Form 1040 is submitted and Borrower(s) has itemized deductions, is Schedule A attached? [005/006]
- d. If Schedule A shows deductions taken for real estate taxes and/or home mortgage interest, has a notarized affidavit been submitted to satisfactorily explain why the deductions have been taken? [0133/0134/0135]
- e. If an IRS produced transcript has been submitted in lieu of tax returns, has it been submitted for Form 1040A or 1040EZ only (not acceptable for Form 1040 unless the transcript clearly indicates that no deductions were taken for real estate taxes and/or home mortgage interest)? [0136/0137/0138/0139/013A]

- f. If Applicant(s) filed Schedule C – Profit or Loss from Business and used his/her primary residence the business address, is Line 30 of Schedule C completed? If an amount is entered on Line 30 of Schedule C, IRS Form 8829 – Expenses for Business Use of House must be attached to the return. Borrower(s) is eligible if no amount is entered on Line 30 of Schedule C or if Line 3 of Form 8829 does not exceed 15%. **Notwithstanding this, SONYMA, at its sole discretion, may deny a loan application if it has reason to believe that more than 15% of the property will be used for a commercial or business use.** [013G/013H/013I, 013J/013K/013L, 013M/013N]

11. Computer-Generated Paystubs for Most Recent 30 Days or equivalent [0159/015A]

- a. Photocopy of documents for each Borrower, non-Borrower spouse and any other titleholder submitted? [015B/015C]
- b. Photocopy of evidence of income from Social Security, pension, disability, child support submitted, if applicable? [035O/035P]
- c. If computerized paystubs are not applicable, is Verification of Employment(s) or equivalent documentation as described in Item 12 of the Submission of Pre-Closing Application Files Training Module submitted? [015D/015E/015F]
- d. If Borrower, non-Borrower spouse and any other titleholder is self-employed, YTD Profit and Loss Statement, the previous year's Federal tax return, with all schedules submitted? [015K/015L/015M/015N]
- e. If a Borrower, non-Borrower spouse and any other titleholder has no income, does the file contain a notarized affidavit indicating such? [(If the Spouse(s) or other titleholder is not a Borrower, the affidavit must be signed by the Borrower(s)). [015G/015H, 015I/015J]

12. Bank Statements and/or Other Asset Documentation [007C]

- a. Photocopy(ies) of document(s) for all Borrowers submitted? [007D]

13. Residential Mortgage Credit Report(s) or Equivalent [K]

- a. Photocopy of document submitted? [K01]
- b. Photocopy of non-traditional credit documentation submitted? [K02]

14. DU/LP Findings Report/Feedback Certificate, if applicable [M3]

- a. Photocopy of findings report/feedback certificate and accompanying reports submitted? [M31/M32]
- b. Copies of supporting documentation required by the findings report/feedback certificate submitted? [M33/M34]

15. FEMA Standard Flood Hazard Determination (FEMA Form 81-93, dated 12/05) [0166/0167]

- a. Photocopy of completed form submitted? [0168]
- b. If property is located in a Special Flood Hazard Area, Lender must ensure that flood insurance has been obtained by the Borrower in the coverage amounts and conditions set forth in Section 2.219(e) of the Seller's Guide? [0169/016A/016B/016C]

16. Interest Rate Option Form (#D3/8-11) [036G]

- a. Original or a photocopy of the document being submitted? *(If a photocopy of the document is provided, the original document must be submitted with the post-closing loan file.)*? [036H]
- b. Loan amount indicated? [036J]
- c. Lender and Borrower(s) name and property address completed at the top of the document? [036J, 036K]
- d. Applicable boxes checked, regarding DPAL option selected? [036L/036M]
- e. Correct interest rate and lock period inserted? [036N]
- f. Document executed and dated by all Borrower(s) [036O]

17. Down Payment Assistance Loan Recapture Notification (#D4/9-09) (if applicable) [012E]

- a. Original or a photocopy of the document being submitted? *(If a photocopy of the document is provided the original document must be submitted with the post-closing loan file).* [012F]
- b. Lender name completed at top of loan document? [012H]
- c. Mortgagor(s) names and property address completed? [012I/012J]
- d. Document executed and dated by all Mortgagor(s)? [012K]

18. Subsidy (other than DPAL) Documentation (if applicable) [006T]

- a. If a subsidy(ies), other than any DPAL subsidy, is being utilized in this transaction, is there a photocopy of documentation in the file (i.e., award letter) verifying the subsidy provider(s), subsidy amount(s), how funds are being distributed and any repayment terms? [006U, 006W/006X]
- b. Repayment terms, if any, clearly stated? [006V]

19. Condominium or Cooperative Project Questionnaire (if applicable) [007L, 007V]

- a. If property is a Condominium or Cooperative, is a photocopy of the applicable Condominium or Cooperative Project Questionnaire submitted? [007M, 007W]
- b. Does the form contain all information as described in Section 3.108(i)(x) or 3.109(vii)(J), as applicable, of the Seller's Guide? [007N/007O, 007X/007Y]

For RemodelNY Escrow Repair Renovation Loans:

20. Homeowner/Contractor Agreement (#R7/12-14 or Equivalent) [057Y]

- a. Photocopy of completed form submitted? [0580]
- b. Amount of work matches bids and Specification of Repairs? [0583/0584]
- c. Completion date within 6 months of closing? [0586]
- d. All blanks completed? [0587]
- e. Signed by borrower and contractor on page 1? [0585]
- f. Initialed by borrower and contractor and pages 2 & 3? [0588]
- g. Binding arbitration clause (if using different format)? [0589]

21. Contractor Bids [058A]

- a. Photocopy of completed bids submitted?
- b. Amount of work matches Homeowners/Contractor Agreement and Specification of Repairs? [058B/058C]
- c. Scope of work matches Specification of Repairs? [058D]
- d. Signed by contractor? [058E]

22. RemodelNY Repair Escrow Option Borrower's Acknowledgement (#R2/12-14) [058H]

- a. Photocopy of document submitted? [058J]
- b. Borrower(s) checked box corresponding with their choice for disposition of the interest earned on the escrow account? [058N]
- c. Signed by all borrowers and representative from the lender? [058L, 058M]

23. Consultant Agreement and Invoice (if applicable) [058Q]

- a. Photocopy of document submitted? [058R]
- b. Signed by all borrowers and consultant? [058S]
- c. Amount being charged doesn't exceed SONYMA allowable amounts? [058T]
- d. Paid receipt for any funds borrower paid prior to closing? [058U]
- e. Separate invoice, if no charges included? [058V]

24. Specification of Repairs or Work Write-up [058X]

- a. Photocopy of document submitted? [058Y]
- b. Detailed description of work to be completed in each applicable line item? [0596/0597]
- c. All proposed work permitted under program guidelines? [059B]
- d. No permit fees included in the cost of the work?
- e. Consultant recommended contingency percentage utilized? [059C]
- f. If utilities are off at time of consultant's inspection, 15% contingency assessed? [059D]
- g. Number of months property will remain uninhabitable noted by consultant (if mortgage payments are being financed)? [059E]
- h. Consultant lists recommended number of inspections? [059F]
- i. All items in Specification of Repairs included in the recap page and sum is correct? [059G]
- j. Recap page signed by all borrowers, contractor and consultant? [0598, 0599, 059A]

25. Draw Request and Rehabilitation Inspection Report (HUD 9746-A) [059L/059M]

- a. Photocopy of document submitted? [058W]
- b. Line item totals match recap page of Specification of Repairs? [059R/059S]
- c. Signed by consultant, contractor, and Borrower(s)? [059T, 059U, 59V]

26. Plot plan of property, if applicable [0605]

- a. Submitted if the exterior footprint of property is being changed? [060T]

27. Floor plan, if applicable [060W]

- a. Submitted if the exterior footprint of property is being changed? [060X]

28. RemodelNY Repair Escrow Option Maximum Mortgage Worksheet (#R11/12-14) [0603]

- a. Photocopy of document submitted? [0605]
- b. Line item totals match recap page of Specification of Repairs? [060B]
- c. Contingency percentage matches consultant recommendation on Specification of Repairs? [060C]
- d. Number of inspections matches number indicated on Specification of Repairs? [060D]
- e. Dollar amount of inspection fees matches consultant agreement or appraiser invoice for inspections? [060E]
- f. Number of mortgage payments financed matches months property will be uninhabitable (as estimated by consultant), if applicable? [060F]
- g. Consultant fee financed matches consultant fee from consultant agreement/invoice? [060G]
- h. Totals added correctly? [060H]
- i. Signed by borrower(s)? [060I]

29. RemodelNY Repair Escrow Option Contractor Forms (#R6/12-14) [0650]

All of the following forms, as applicable must be submitted for each contractor:

- a. RemodelNY Contractor's Checklist [0651]
- a1. All of the listed forms as described submitted (as applicable)? [0652]
- b. Contractor Profile [0653]
- b1. Completed in its entirety and signed by the Contractor? [0654]
- c. RemodelNY Contractor's Acknowledgement [0655]
- c1. Fully completed, signed and dated by the Contractor and Borrower? [0656]
- d. Contractor License (if applicable) [0657]
- d1. Current (not expired)? [0658]
- d2. Covers jurisdiction in which work is going to be completed? [0659]
- d3. Mold remediation certificate included (if mold work being completed)? [065A]
- d4. Lead Based Paint Certification included (if house is older than 1978 and work being done to abate lead based paint)? [065B]
- e. Contractor's Liability Insurance Policy information [065C]
- e1. Current (not expired)? [065D]
- e2. Policy amount exceeds loan amount? [065E]
- f. Contractor Certifications, as applicable [065F]
- f1. Contractor's Lead-Based Paint Certification, only if lead-based paint remediation is part of the scope of work? [065G]
- f2. Contractor's Mold Remediation Certification, only if mold remediation is part of the scope of work? [065H]
- f3. Contractor's NYS Asbestos Certificate of Competence, only if asbestos removal is part of the scope of work? [065I]

[Current versions of all SONYMA documents may be downloaded from our website.

<http://www.nyshcr.org/Topics/Lenders/Lenders/ApplicationandClosingForms.htm>]

Submitted by: _____