



State of New York Mortgage Agency

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PRISCILLA ALMODOVAR
President and CEO

By E-mail and Regular Mail

February 1, 2007

**RE: All SONYMA Programs: Waiver of First-Time Homebuyer Requirement for Military Veterans; Modification to SONYMA's Time-Share Policy; Lender Compliance with US Patriot Act and Bank Secrecy Act; Submission of Seller/Service Annual Certification; Form Changes
Seller's Guide Bulletin #1-2007**

Dear Participating Lender:

Please be advised of the following guideline changes to all State of New York Mortgage Agency ("SONYMA") programs, where applicable. Unless otherwise noted herein, all changes go into effect as of the date of this letter.

Waiver of First-Time Homebuyer Requirement for Military Veterans

In December, a new Federal law was passed that enables SONYMA to waive the first-time homebuyer requirement for any veteran who: (a) served in active military, naval, or air service; (b) has been honorably discharged from their military duties; and (c) has never received a mortgage financed in any state with Mortgage Revenue Bonds (MRBs - the type that SONYMA uses to finance its loans). Currently, this new law applies to mortgages financed with MRBs issued in 2007 only.

Effective immediately, veterans (including their spouses) who are not first-time homebuyers, but meet the above requirements and all other SONYMA eligibility requirements, will qualify for SONYMA financing. Please note that this waiver applies to all SONYMA programs. *Also, note that SONYMA will continue to require the applicant's last three years signed Federal tax returns.*

To evidence that the applicant meets these requirements, SONYMA has created a new form, the Military Veteran's Eligibility Affidavit (Form 243/1-07) that will be required to be completed and signed by all borrowers. In addition, applicants will be required to provide a copy of their DD Form 214, Certificate of Release or Discharge from Active Duty.

Modification to SONYMA's Policy on Applicants with an Interest in a Time-Share Unit

SONYMA has decided to amend its policy regarding applicants who have a current ownership interest in a time-share unit. Applicants who have had an ownership interest in a time-share unit will be eligible for SONYMA financing, even if they have taken deductions on their Federal income tax returns for mortgage interest and/or real estate taxes. If these deductions have been taken on the applicant's tax returns, lenders will be required to obtain a notarized affidavit from the applicant explaining that the reason for the deduction is a result of the time-share interest. Please note,

however, that SONYMA reserves the right to decline any applicant where it determines that the deductions taken were substantially larger than those typically taken for time-shares.

Seller Compliance with the US Patriot Act and Bank Secrecy Act

A recent audit of SONYMA by the New York State Banking Department requested that we remind lenders of their obligations to regularly maintain procedures required by applicable Federal or State law reasonably designed to determine the identity of mortgagors, as part of your company's Know Your Customer program.

Submission of Seller/Service Annual Certification and Financial Statements

SONYMA has modified its Seller Annual Certification (Form 240) by combining lender and servicer information and certifications into one comprehensive document. The new form has been retitled the Seller/Service Annual Certification (Form 240/1-07). Pursuant to the Seller's Guide, lenders are required to submit this form within 90 days of their fiscal year-end date. Accordingly, if your fiscal year ended December 31, you must submit the fully completed and executed Seller/Service Annual Certification ***by no later than March 31, 2007***. A fully interactive pdf version of the revised form may be downloaded from our website by accessing the link, http://www.nyhomes.org/docs/exh_f_form_240.07.pdf. Lenders must use the revised form even if they are not servicing loans for SONYMA. Please submit the original, completed and executed form to Susan Pline, Assistant Vice President, Single Family Programs, 641 Lexington Avenue, New York, NY 10022.

In addition, lenders are required to submit their fiscal year-end audited financial statements and if a bank, the corresponding FDIC, FHLBB, OTS, FFIEC call report (for the quarter ending the same date as the audited financials).

Revised Forms

In addition to the Seller/Service Annual Certification (Form 240/1-07), SONYMA has modified the following forms:

<u>Form Name and Number</u>	<u>Major Revision</u>
• Recapture Notification and Mortgagor's Affidavit (Form 211/1-07)	Incorporated the Property Usage Affidavit (Form 242) into this form. (Form 242 is has been eliminated.) A new Part V – Disclosure Statement was inserted on page 7 regarding SONYMA's use and maintenance of the applicant's personal information.
• Property Seller's Affidavit (Form 210/1-07)	Made minor language changes.
• Application Loan File Checklist (Form 225/1-07)	Modified references to the above mentioned forms.
• Closed Loan Document Checklist (Form 223/1-07)	Modified references to the revised Recapture Notification and Mortgagor's Affidavit (Form 211/1-07).
• Closed Cooperative Share Loan Document Checklist (Form 224/1-07)	Modified references to the revised Recapture Notification and Mortgagor's Affidavit (Form 211/1-07).
• Reservation Cancellation Form (Form 228/1-07)	Added contact information.

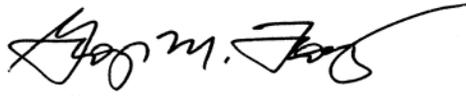
Please immediately discard the previously issued forms and replace them with the attached forms. Interactive versions of each of these forms are available for download from the Agency's website at <http://www.nyhomes.org/home/index.asp?page=110>.

Camera-ready copies of all of these forms are attached. Lenders may use the revised forms immediately and **must use the new forms by March 15, 2007**. SONYMA is in the process of

making revisions to its Seller's Guide. The above guideline and form changes will be incorporated into the revised Guide upon completion.

If you have any questions regarding the above, please contact the undersigned at extension 392.

Sincerely,

A handwritten signature in black ink, appearing to read "George M. Leocata". The signature is stylized with a large, sweeping initial "G" and a long, horizontal flourish extending to the right.

George M. Leocata
Vice President

Enclosures

C: Lender Branch Contacts, Shipping and Final Document Contacts



Exhibit F

State of New York Mortgage Agency

Seller/Servicer Annual Certification

Audited Fiscal Year ends as of _____
Month/Year

I. General Information	
1. Seller/Servicer Name	
2. Principal Office Address	3. Principal Office Mailing Address (if different)
4. Principal Office Phone Number	5. Seller/Servicer Website Address
6. Seller/Servicer Institution Type (check one) <input type="checkbox"/> Commercial Bank <input type="checkbox"/> Thrift <input type="checkbox"/> Mortgage Banker <input type="checkbox"/> Credit Union <input type="checkbox"/> Other _____	7. Seller/Servicer Primary Regulatory Authority (check one) <input type="checkbox"/> Office of Thrift Supervision <input type="checkbox"/> Office of the Comptroller of the Currency <input type="checkbox"/> New York State Banking Department <input type="checkbox"/> National Credit Union Association <input type="checkbox"/> Other _____
8. If a Mortgage Banking Company, is the company (check one): <input type="checkbox"/> Subsidiary of a depository institution or part of a bank or thrift holding company <input type="checkbox"/> Independent privately or publicly held company <input type="checkbox"/> Other _____	
9. Are you a minority-owned company? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Are you a woman-owned company? <input type="checkbox"/> Yes <input type="checkbox"/> No
11. Are you approved as a seller/servicer by (check all applicable boxes): <input type="checkbox"/> Fannie Mae Seller/Servicer <input type="checkbox"/> Freddie Mac Seller/Servicer <input type="checkbox"/> Fannie Mae Seller Only <input type="checkbox"/> Freddie Mac Seller Only <input type="checkbox"/> Fannie Mae Servicer only <input type="checkbox"/> Freddie Mac Servicer only	
12. List the Names of the top five (5) investors to which you sold home mortgages to during the past fiscal year. (Based on \$ amount sold): 1. _____ 4. _____ 2. _____ 5. _____ 3. _____	
13a. Is your company a MERS member? <input type="checkbox"/> Yes <input type="checkbox"/> No	13b. Does your company actively use MERS? <input type="checkbox"/> Yes <input type="checkbox"/> No

14. List the Private Mortgage Insurance Companies with which you are a master policyholder (check all applicable boxes):

- Radian Guaranty UGIC PMI Other _____
 Genworth Mortgage MGIC RMIC

15. Does your company originate cooperative share loan applications for sale to SONYMA?

- Yes No

16. Does your company accept spot new construction loan applications, that is, does your company provide end loan financing on newly constructed properties?

- Yes No

17. If your company services loans for SONYMA, does it annually issue a certification that it has complied with the minimum servicing standards set forth in the Mortgage Bankers Association of America's *Uniform Single Attestation Program for Mortgage Bankers ("USAP")*?

- Yes No

If Yes, please attach executed certification.

18. Please complete the below information on your company's Fidelity Bond and Errors & Omissions coverage.

Insurance Type	Provider	Coverage Amount	Deductible	Expiration Date
Fidelity Bond				
Errors & Omissions				

II. Contact Information

1. Chief Executive Officer

Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

2. Chief Financial Officer

Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

3. Mortgage Originations Officer

Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

4. Mortgage Servicing Officer (if applicable)

Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

5. Quality Control Officer (if applicable)		
Name:		Title:
Address:		
Phone:	Fax:	Email:
A. Selling Contact Information		
1. Primary Selling Contact for SONYMA		
Name:		Title:
Address:		
Phone:	Fax:	Email:
2. Mortgage Branch Contacts for SONYMA		
SONYMA Branch Code:		Branch Location:
Name:		Title:
Address:		
Phone:	Fax:	Email:
SONYMA Branch Code:		Branch Location:
Name:		Title:
Address:		
Phone:	Fax:	Email:
To list additional branches please attach pages.		
3. Closed Loan Shipping Contact		
Name:		Title:
Address:		
Phone:	Fax:	Email:
4. Final Document Contact		
Name:		Title:
Address:		
Phone:	Fax:	Email:

B. Servicing Contact Information (Complete this section only if servicing loans for SONYMA)

1. Primary Servicing Contact for SONYMA

Name:		Title:	
Address:			
Phone:	Fax:	Email:	

2. Escrow/Insurance Contact

Name:		Title:	
Address:			
Phone:	Fax:	Email:	

3. Payoff Contact

Name:		Title:	
Address:			
Phone:	Fax:	Email:	

4. Investor Accounting Contact

Name:		Title:	
Address:			
Phone:	Fax:	Email:	

5. Delinquency/Collections Contact

Name:		Title:	
Address:			
Phone:	Fax:	Email:	

6. Bankruptcy Contact

Name:		Title:	
Address:			
Phone:	Fax:	Email:	

7. Foreclosure Contact		
Name:	Title:	
Address:		
Phone:	Fax:	Email:
8. Owned Real Estate Contact		
Name:	Title:	
Address:		
Phone:	Fax:	Email:

III. Loan Funding Information	
1. Indicate the method your company uses to fund SONYMA loans (check all applicable):	
<input type="checkbox"/> Use own funds	<input type="checkbox"/> Use warehouse line
<input type="checkbox"/> Use unsecured line of credit	<input type="checkbox"/> Other
2. If using a <u>Warehouse Line</u>, please complete the following:	
Warehouse Bank Name:	Warehouse Bank Address:
Amount of Line:	
Expiration Date of Agreement:	
Please attach a copy of Seller's wire instructions.	

IV. Third-Party Originations
Is your company utilizing third-parties to originate SONYMA loans? (check one)
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please attach a list of the names and addresses of all third-party originators. Please note that prior SONYMA approval is required to utilize such third-parties.

V. Third-Party Servicing
Is your company utilizing third-parties or sub-servicer to service all or a portion of SONYMA loans? (check one)
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please attach a list of the names and addresses of all third-party servicers. Please note that prior SONYMA approval is required to utilize such third-parties.

VI. Certification

The undersigned, as authorized officer of Seller/Servicer, hereby certifies that during the one year period immediately preceding the as of date of our fiscal year and henceforth that:

- i. the information contained in this form (including any required attachments hereto) is complete and accurate;
- ii. Seller has a copy of SONYMA's Seller's Guide, has distributed copies and all amendments to all relevant personnel, and has complied with, and will continue to comply with, all of its requirements and provisions including the Post-Purchase Quality Control Requirements as set forth in Section 2.713;
- iii. Seller has a copy of the Mortgage Purchase Agreement and has complied with, and will continue to comply with, all of its requirements and provisions;
- iv. Servicer, if applicable, has copy of SONYMA's Servicer's Guide, has distributed copies and all amendments to all relevant personnel, and has complied with, and will continue to comply with, all of its requirements and provisions;
- v. Servicer, if applicable, has a copy of the Mortgage Servicing Agreement and has complied with, and will continue to comply with, all of its requirements and provisions;
- vi. no changes in Seller/Servicer's legal status (i.e. mergers, acquisitions, regulatory actions, etc.), ownership, or management team have occurred and if so, SONYMA has been notified of such changes; and
- vii. Seller/Servicer is in compliance with all applicable Federal, State, and local laws and regulations including relevant consumer and privacy laws. Seller/Servicer shall regularly maintain any procedures required by applicable Federal or State law reasonably designed to determine the identity of mortgagors, as part of the Seller's/Servicer's Know Your Customer programs.

I understand that any misrepresentations made on this form may result in our suspension or withdrawal as a SONYMA Seller and/or Servicer and may be cause for SONYMA to exercise additional actions or remedies available.

Signature of Officer of Seller/Servicer

Date

Printed Name and Title

Telephone Number

E-mail Address

Attachments, as applicable

- Additional Branch Contacts (see Part II – Item A.2.)
- Certificate of Compliance with USAP standards (see Part I – Item 17)
- Wire instructions (see Part III – Item 2)
- List of third-party originators (see Part IV)
- List of third-party servicers (see Part V)
- Other _____



Military Veteran's Eligibility Affidavit

STATE OF NEW YORK

Lender Name _____

COUNTY OF _____

SONYMA Loan # _____

(I/We), _____, the undersigned, as Purchasers have applied for State of New York Mortgage Agency ("SONYMA") financing with the above named Lender to purchase the property located at _____ (the "Property") who having been first duly sworn depose and say:

- 1) (I/We) understand that the Tax Relief and Health Care Act of 2006 (the "Act") modifies the Qualified Mortgage Bond first-time homebuyer requirement found in Section 143(d) (3-year Requirement) of the Internal Revenue Code by providing that borrowers who are veterans (and their spouses) and who have never previously received a Mortgage Revenue Bond ("MRB") loan, need not meet the first-time homebuyer requirement.
- 2) (I/We) understand that the United States Code definition of "veteran" is a person who has served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- 3) (I/We) understand that an MRB loan is a mortgage or cooperative share loan financed through the sale of tax-exempt bonds issued by a state or local housing agency.

(I/we) hereby represent and warrant that: (1) (I/we) do meet the United States Code definition of "veteran" and to evidence this, I/we have attached DD Form 214, Certificate of Release or Discharge from Active Duty; and (2) (I/we) have never received or been the beneficiary of an MRB loan (from any state or local government).

I/We further understand that if (I/we) made any material misstatements in the foregoing representations, such misstatements will be considered an event of default under the mortgage loan and the outstanding principal balance of the mortgage loan together with accrued interest and any reasonable expenses, including legal fees, at SONYMA's option, will become immediately due and payable.

Signed, Sealed and Delivered in the Presence of on this

_____ day of _____, _____

Notary Public

L.S. _____
Purchaser

Notary Public

L.S. _____
Purchaser

Exhibit G

STATE OF NEW YORK MORTGAGE AGENCY
(A MUNICIPAL CORPORATION AND POLITICAL SUBDIVISION OF NEW YORK STATE)
RECAPTURE NOTIFICATION AND MORTGAGOR'S AFFIDAVIT
(TO BE COMPLETED AND EXECUTED BY ALL PURCHASERS AND
GUARANTORS AT LOAN APPLICATION AND AGAIN AT TITLE CLOSING)

SONYMA # _____

Mortgage Lender Name: _____

Mortgagor(s): _____

Property Seller(s): _____

Total persons expecting to occupy the Residence (including children): _____

PART I - RECAPTURE NOTIFICATION

A home purchase financed with a mortgage loan (the "Mortgage Loan") made available with the assistance of the State of New York Mortgage Agency (the "Agency" or "SONYMA") is generally made at an interest rate below what is usually charged in the marketplace. If the Mortgage Loan closes after December 31, 1990, the Internal Revenue Code of 1986, as amended (the "Code") requires a payment to the Federal government of certain gain you realize on the sale or transfer of your home. This gain which must be paid, called the "recapture amount," is due in connection with your Federal income tax return for the year the house is sold. This provision applies to any disposition of your home within nine (9) years of the date you acquire it with certain limited exceptions. The recapture amount will (i) increase during the first five years of ownership with full "recapture" occurring if you sell your house at the end of the fifth year following the date of the Mortgage Loan and (ii) decrease ratably to zero with respect to a sale occurring in years six through nine. The recapture amount may not exceed the LESSER of (i) 50 percent of the gain you realize by the sale of your home or (ii) 6.25 percent of your original loan amount. You will not have to pay part or all of the recapture if your income, at the time of the sale of your home is less than a prescribed amount. NEVERTHELESS, THE CODE REQUIRES THAT YOU FILE FORM 8828 (OR A SUCCESSOR) TITLED "RECAPTURE OF FEDERAL MORTGAGE SUBSIDY" WHEN YOU SELL OR TRANSFER TITLE EVEN IF YOU REALIZED NO GAIN ON THE SALE OR TRANSFER OR IF YOUR INCOME IS LESS THAN THE PRESCRIBED AMOUNT. The information you will need to compute the recapture amount will be provided to you at the time your Mortgage Loan is made.

For additional information, please consult the following attachments to this Recapture Notification and Mortgagor's Affidavit. YOU SHOULD MAINTAIN THIS INFORMATION FOR YOUR RECORDS.

Attachment 1 - Determining Your Recapture Tax

Attachment 2 - Example of How to Compute the Recapture Amount

Attachment 3 - Sample Table

Attachment 4 - Recapture Worksheet



PART II - GENERAL INFORMATION

I, _____ and _____ as Purchaser(s) or Mortgagor(s) of a residence (the "Residence"), the Mortgage Loan for which will be provided by the Agency, do hereby represent and warrant as follows:

1. The information in the Mortgage Loan application is true, accurate and complete.

2. The Residence is located within the State of New York and is a **(Check One)**:

____(A) Existing one dwelling unit residence (including condominium or cooperative units).

____(B) Newly constructed one dwelling unit residence (including new condominium or cooperative) completed as of the Mortgage Loan closing date to the extent that occupancy is permitted under local law.

____(C) 1) Newly constructed or existing two dwelling unit residence (i) located in a target area, (ii) completed as of the Mortgage Loan closing date to the extent occupancy is permitted under local law, and (iii) one unit of which will be used by (me/us) as (my/our) principal residence.

OR

2) Existing two dwelling unit residence not located in a target area where at least one unit has been occupied as a residence for at least the five years immediately preceding the date hereof, provided, that any unit may have been vacant during such period if the unit was, to the best of my knowledge, from the time previously occupied as a residence, continuously held out for residential use and not occupied for any portion of such period in connection with a commercial or business use.

____(D) Existing (3, 4) **(Circle number of units)** dwelling unit residence where at least one unit has been occupied as a residence for at least the five years immediately preceding the date hereof, provided, that any unit may have been vacant during such period if the unit was, to the best of my knowledge, from the time previously occupied as a residence, continuously held out for residential use and not occupied for any portion of such period in connection with a commercial or business use.

For purposes of the above, the term "existing residence" means units or dwellings which have been previously occupied or used, as a residence, and the term "newly constructed residence" means units or dwellings which have not been previously occupied or used as a residence.

2a. If (C) or (D) is checked, (I/we) have no present intention of increasing the number of units in the Residence beyond four dwelling units.

3. (I/We) intend to occupy the Residence as (my/our) principal and permanent place of residence within 60 days after the closing of the Mortgage Loan, and thereafter, and will not use the Residence as a recreational or seasonal residence. (I/We) understand that if for a continuous period of one year or more, the Residence is not the principal residence of at least *one* of us, no mortgagor (including a mortgagor for whom the Residence is (his/her) principal residence) will be permitted to take a deduction for his/her interest expense with respect to the Mortgage Loan in determining his Federal income tax liability. Under the terms of the Technical and Miscellaneous Revenue Act of 1988 (I/we) may be permitted to take a deduction for interest expense with respect to the Mortgage Loan in determining (my/our) Federal income tax liability which accrues on and after the date such Residence is again the principal residence of at least one of us. (I/We) understand that the United States Treasury Department (the "Treasury") is authorized to waive such penalty in certain instances where the application of the penalty would result in undue hardship and the failure to meet the principal residence requirement resulted from circumstances beyond the Mortgagor's control. (I/We) understand that seeking such a waiver from the Treasury is (my/our) sole responsibility, that the Agency will not provide any assistance to (me/us) in seeking such a waiver, and that (I/we) should consider consulting (my/our) own attorneys when considering seeking such a waiver.

4. Other than as described in this Recapture Notification and Mortgagor's Affidavit, (I/we) have no present intent, understanding or agreement (i.e. other than a mere expectation or possibility) to lease, sell, assign or transfer any interest in the Residence to another party and have not entered into any agreement, understanding or other arrangement to lease, sell, assign or transfer the Residence.

5. (I/We), for the entire term of the Mortgage Loan securing the Residence, (i) will not use, nor will any other person use, other than in connection with the rental of (1, 2 or 3) unit (or units) (**circle number of rental units**), more than 10 percent of the Residence for business or income producing purposes [as determined on Line 3 of IRS Form 8829 (or a successor form) of my Federal tax return(s), or other documents as requested by SONYMA] or permit the Residence to be occupied by more families than is allowed under the applicable certificate of occupancy or its equivalent, (ii) will not subdivide or attempt to subdivide the land containing the Residence and encumbered by the Mortgage Loan, and (iii) will not construct another dwelling on the land containing the Residence that could be used as another residence.

6. (I/We) will not, nor will anyone else, use the Residence as investment property and will not receive any income from the Residence or the land with the exception of rental income incidental to a two-to-four unit residence.

7. All of the land being purchased with the Residence reasonably maintains the basic livability of the Residence and will not have more land appurtenant to it than as follows:

(A) If the Residence is located in an area where local zoning exists, the maximum amount of land is 5 acres. If the property contains more than 5 acres, (I/we) will provide SONYMA with a letter from the appropriate local municipal authority stating that the Residence is not subdividable and/or any additional lots are not buildable. If the property is more than 5 acres, is subdividable, and/or any of the additional lots are buildable, I/we understand that prior to my/our mortgage loan closing, the additional lot(s) or land must be subdivided and that SONYMA will not finance any portion of the additional lot(s) or land not containing the dwelling.

(B) If the Residence is located in a rural area where local zoning does not exist, the maximum amount of land is 5 acres. If the Residence contains more than 5 acres, but not more than 10 acres, (I/we) will provide SONYMA with a letter from the local municipal authority stating that the Residence can only be used for residential purposes and not for business, commercial or agricultural uses. If the municipality cannot or will not provide such a letter, I/we understand that prior to my/our mortgage loan closing, the Residence must be subdivided or parceled so that SONYMA's mortgage will only encumber the parcel containing the dwelling and no more than 5 acres of land.

No map which subdivides such land has been recorded and (I/we) have no intention of seeking any variance from applicable zoning, minimum lot size or set-back requirements for such purposes.

8. (I/We) will not use any part of the loan proceeds to acquire or replace an existing loan, except a construction loan, bridge loan, or similar temporary initial financing with an initial term not exceeding 24 months.

9. Please check either (A) or (B) below:

_____ (A) (I/We) have not had a present ownership interest in a principal residence, including a manufactured home, at any time during the three-year period immediately prior to the closing of the Mortgage Loan.

OR

_____ (B1) (I/We) have had a present ownership interest in a principal residence, including a manufactured home, at any time during the three-year period immediately prior to the closing of the Mortgage Loan, however the Residence which (I/we) (am/are) attempting to purchase is located in a target area.

OR

_____ (B2) (I/We) (am/are) a United States military veteran and (I/we) (am/are) providing an executed Military Veteran's Eligibility Affidavit (SONYMA Form 243).

(I/we) understand that "present ownership interest" includes the following types of interest: a fee simple interest; a joint tenancy; a tenancy in common or tenancy by the entirety; the interest of a tenant-stockholder in a cooperative; a life estate; a land contract; or an interest in a trust established by myself or some other person.

(I/We) further understand that a "present ownership interest" is not created by: a remainder interest; an ordinary lease, with or without an option to purchase; or a mere expectancy to inherit an interest in a principal residence; or the interest that a purchaser of a residence acquires on the execution of a purchase contract; or an interest in other than a principal residence during the previous three years, such as a vacation home, vacant land, commercial or industrial property; or prior ownership in the Residence.

The following Section 9(C) is to be completed only if the Mortgagor(s) is purchasing a Residence in a Non Target Area:

(C) Following is a list of all the residences in which (I/we) have lived during the **three-year period immediately prior to the closing of the Mortgage Loan** and the names and addresses of the owners thereof:

M/C*	Address of Residence	Dates Purchasers Resided There	Names and Addresses of Owners of Residence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*M = Mortgagor C= Co-Mortgagor

[Select all appropriate responses.]

_____ Attached hereto are true, correct, and complete copies of (my/our) signed Federal income tax returns Form 1040 and all Schedules for one or more of the last three years as filed by mail or electronically with the Internal Revenue Service ("IRS"); or

_____ (I/We) filed Form 1040A or 1040 EZ for one or more of the last three years and have either attached hereto a copy of such form that was filed with the IRS or a statement by the IRS that such form was filed; or

_____ (I/We) filed Federal income tax returns via Telefile. The returns were filed on _____ [enter date(s) filed] in the IRS located at _____ [enter IRS office location(s)]. (My/our) Federal income tax returns that were filed via Telefile did not contain any deductions for home mortgage interest and/or real estate taxes.

_____ (I/We) hereby affirm that (I/we) did not file Federal income tax returns for the below years because such filing was not required under Federal law (**fill in appropriate names and years**):

<u>M/C*</u>	<u>Name(s)</u>	<u>Year(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*M = Mortgagor C= Co-Mortgagor

10. (I/We) understand that as matter of Federal tax law this Mortgage Loan cannot be assumed unless all of the relevant restrictions of the Code are met. In addition, the Mortgage Loan cannot be assumed without the prior written consent of the Agency.

11. (I/We) understand that (my/our) Mortgage Loan application is subject to the approval of the Agency and its pool insurer(s).

PART III - ACQUISITION COST OF THE RESIDENCE

The acquisition cost of the land and dwelling to be acquired by the Purchaser(s) from the property seller(s) is computed as follows:

1. Amount paid, in cash or in kind, by the Purchaser(s) to or for the benefit of the property seller(s) or a related party to the property seller for the land and dwelling, (excluding usual and reasonable settlement and financing costs) and for completing unfinished portions of the dwelling (See Note below)	\$ _____
(a) For loans to finance cooperative share loans, the pro rata portion of the underlying mortgage allocable to the cooperative unit must be added to the cost of the shares of stock	+\$ _____
2. Amount paid, in cash or in kind, by any other person to or for the benefit of the property seller(s) for the land and dwelling, and for completing unfinished portions of the dwelling	+\$ _____
3. Amount paid, in cash or in kind, by the Purchaser(s) to persons other than the property seller for completing the dwelling including any amount paid for the land not owned for at least two years and not included in 1 or 2 above . . .	+\$ _____
4. Amount paid for fixtures such as light fixtures, curtain rods and wall to wall carpeting unless the amount paid for fixtures is part of the cost of the land and dwelling included in 1 or 2 above	+\$ _____
5. Amount paid not included in 1, 2, or 3 above for any purpose by the Purchaser(s) on behalf of the property seller(s) including property taxes in excess of the Purchaser(s) pro rata share and settlement and financing costs in excess of the usual and reasonable costs (See Note below)	+\$ _____
6. The Fair Market Value of amounts, if any, included in 1 or 2 for items which are not fixtures including refrigerator, washer or dryer, etc.	-\$[_____]
7. Total Acquisition Cost	\$ _____

*Note: The acquisition cost of a Residence **does not** include:*

(1) usual and reasonable settlement and financing costs: "settlement costs" include titling and transfer costs, title insurance, survey fees and other similar costs, and "financing costs" include credit reference fees, legal fees, appraisal expenses, points which are paid by the Purchaser(s), or other costs of financing the residence. Such amounts must not exceed the usual and reasonable costs which otherwise would be paid.

(2) the imputed value of services performed by the Purchaser or members of his/her family (which include only the Purchaser's brothers and sisters (whether by whole or half blood), spouse, ancestors and lineal descendants) in constructing or completing the Residence, or

(3) the cost of land which has been owned by the Purchaser(s) for at least two years before the date on which the construction of the structure comprising the Residence begins.

(A) The Acquisition Cost of the Residence is set forth in line 7 above. (I/We) hereby certify that a true and correct copy of the purchase contract representing the entire transaction for the purchase of the Residence from the property seller, and all other contracts, agreements and understandings between (me/us) or anyone acting on (my/our) behalf, directly or indirectly, and the property seller or anyone acting on behalf of the property seller, directly or indirectly, or any other person, relating to the purchase of the Residence and any related real or personal property or fixtures, the furnishings of any services or the completion, addition or re-equipping of the Residence has been provided to the mortgage lender.

(B) Neither (I/we) nor anyone on (my/our) behalf has made any payment other than the amount indicated in line 7 above, except as stated in line 6 above, to the property seller or to any person on behalf of the property seller, nor have (I/we) canceled any debt of the property seller or any related person to the property seller.

(C) (I/We) have not entered into any agreement with the property seller, the developer, the contractor, or any other person to leave any portion of the Residence unfinished or omit or remove any fixtures or other architectural appointments from the Residence in order to reduce the Acquisition Cost.

(D) (I/We) certify that the information contained in this Part III is true and accurate and complete.

(E) (I/We) understand that if the Acquisition Cost of the Residence exceeds the Agency's current acquisition cost limits, the Agency shall not provide permanent financing for the Mortgage Loan.

PART IV - INCOME ELIGIBILITY

(I/We) certify that the information contained in this Part IV is true and accurate and complete. The financial information requested in this Part IV must be provided by the Mortgagor(s) on behalf of all Household Members who expect to occupy the Residence and whose incomes at the time of title closing derives from sources described in A below. For purposes of compliance under the Agency's Program income limits, "Household Members" include the borrower, borrower's spouse, any person(s) signing the mortgage or note, and any other person who is 21 years or older at time of title closing who is expecting to occupy the Residence.

The information requested below must be provided in order to determine your eligibility under the income limits established for your region of the State. These limits have been established principally in response to requirements of the Code. The limits are used solely to determine your eligibility under the Code's income limit provisions and will not be used for mortgage loan underwriting purposes.

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Determination of the current Gross Income for All Household Members (as defined above). At application, Mortgagor must only complete the column entitled “At Loan Application”. The column entitled “At Loan Closing” must be completed on the closing date.

<u>A. Sources of Current Monthly Income</u>	<u>At Loan Application</u>	<u>At Loan Closing</u>
1. Gross Pay	\$ _____	\$ _____
2. Overtime, Part-time Pay and Temporary Employment	\$ _____	\$ _____
3. Bonuses, Commissions, and Tips	\$ _____	\$ _____
4. Dividends, Interest, Royalties & Trusts	\$ _____	\$ _____
5. Business Activities or Investments	\$ _____	\$ _____
6. Net Rental Income	\$ _____	\$ _____
7. Pension/Social Security Benefits	\$ _____	\$ _____
8. Veterans Administration Benefits	\$ _____	\$ _____
9. Unemployment Compensation	\$ _____	\$ _____
10. Sick Pay	\$ _____	\$ _____
11. Public Assistance	\$ _____	\$ _____
12. Alimony, Child Support or Separate Maintenance Income	\$ _____	\$ _____
13. Any Other Income	\$ _____	\$ _____
14. Total Monthly Gross Income	\$ _____	\$ _____
Multiply by 12	_____ x12	_____ x12
<u>B. Total Annualized Gross Income</u>	<u>\$ _____</u>	<u>\$ _____</u>

Note to Mortgagors: If Total Annualized Gross Income for all Household Members is above the applicable limit at EITHER time of loan application or at title closing, the Mortgagor(s) will not be eligible for a SONYMA Mortgage Loan.

PART V - DISCLOSURE STATEMENT

SONYMA requires information concerning personal finances, credit history and employment records from all mortgage loan applicants and co-applicants (collectively, the “Mortgagor”). In addition, SONYMA requires income and asset information regarding all members of the Mortgagor’s household(s). This information is subject to outside verification, and may be reviewed by SONYMA, the participating lending institutions, SONYMA’s mortgage pool insurance company and the IRS.

In compliance with section 94(1) (d) of the New York State Public Officers Law, all personal information solicited and maintained by SONYMA is used to evaluate the individual’s mortgage loan application or to provide information required by the IRS. Failure by the Mortgagor to submit requested information may result in rejection of the mortgage loan application.

SONYMA maintains records of the information submitted by all Mortgagors. In addition, SONYMA must report certain personal information regarding Mortgagors and their household(s) to the IRS. While SONYMA includes certain personal data in compiling general statistics of its mortgage loan portfolio for its own purposes, no name, number, symbol, mark or other identification is used to identify individual applicants unless personal information is required by law.

Each individual has the right to review personal information maintained by SONYMA, unless exempted by law. The official responsible for maintaining personal information at SONYMA is the Personal Privacy Compliance Officer, who is located in the Agency’s offices at 641 Lexington Avenue, New York, NY 10022 and whose telephone number is (212) 688-4000. All requests to review personal information records should be addressed to the Personal Privacy Compliance Officer.

PART VI - CERTIFICATION

(I/We) have read the Recapture Notification as set forth in Part I hereof, and understand that (I/we) may be required to pay a recapture tax to the United States Treasury as a result of financing (my/our) home purchase with a Mortgage Loan from the Agency.

(I/We) understand that if (I/we) have made any material misstatements in the foregoing representations or have omitted to state any of the information requested this will be considered an event of default under the Mortgage Loan and the outstanding principal balance of the Mortgage Loan together with accrued interest, upon direction of the Agency, will become immediately due and payable.

EXECUTION AT TIME OF LOAN APPLICATION

Purchaser

Purchaser

Guarantor

ACKNOWLEDGEMENT

STATE OF _____).ss:

COUNTY OF _____)

On the _____ day of _____ in the year _____, before me, the undersigned, a notary public in and for said state, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person on behalf of which the individual(s) acted, executed the instrument.

Notary Public
Commission expires:

REAFFIRMATION AT TITLE CLOSING
(To be completed at Title Closing Only)

(I/We) as Purchaser(s) of the Residence indicated herein reviewed all of the foregoing representations and warranties made by (me/us) as of this _____ day of _____, _____ (the title closing date).

(I/We) do hereby reaffirm all of the foregoing representations and warranties previously made.

Purchaser

Purchaser

Guarantor

DETERMINING YOUR RECAPTURE TAX

(Note: The following is intended only to familiarize you with this requirement. You should obtain the applicable IRS forms and instructions or consult your tax advisor to actually compute your recapture tax.)

1. To determine the recapture tax, first multiply your original loan amount which is \$ _____ by 6.25%. This is \$ _____ and is the "maximum recapture tax."
2. Next, determine if you are entitled to a "holding period adjustment." Multiply the appropriate percentage shown in Column 1 (holding period percentage) of Sample Table in Attachment 3, reflecting the year in which you sold your home times the dollar amount calculated in (1.) above.

This amount, \$ _____, is your "adjusted recapture tax."

3. Now determine if you are entitled to a "low-income reduction" or are excluded from paying any recapture tax. Look under column 2 of the Sample Table in Attachment 3 to determine the Adjusted Qualifying Income reflecting your family size at the time of sale. If your modified adjusted gross income (adjusted gross income from IRS Form 1040 plus tax-exempt income less the gain realized by the sale of this house) is less than the Adjusted Qualifying Income, you are excluded from paying any recapture tax. If your modified adjusted gross income exceeds the Adjusted Qualifying Income by more than \$5,000, you are not entitled to a "low-income reduction". If your income is within \$5,000 of the chart amount, the difference between your income and the chart amount is divided by \$5,000, and the resulting percentage is multiplied by the amount calculated in (2.) above. You now have computed the recapture tax. You are liable to pay the lesser of this amount or one-half of the gain on the sale of your home.

Note: The Income Limits in Attachment 3 are hypothetical amounts for illustration purposes only. At or subsequent to closing, you will be given the actual limits applicable to you.

EXAMPLE OF HOW TO COMPUTE THE RECAPTURE AMOUNT

J, a single individual, purchases a home with a \$55,000 State of New York Mortgage Agency loan. At the time of purchase, the applicable income limit for a single person is \$20,000. J marries S, and they have two children, E and M. They sell their home 6 years and 2 months later and realize a gain of \$12,000 on the sale of the home. In the year of sale, J and S's household income (adjusted gross income plus tax-exempt interest but not including any gain on the sale of this house) is \$32,000. Before adjustments, the maximum recapture amount would be \$3,438 ($0.0625 \times \$55,000$).

However, because the home was held more than 5 years, the holding period adjustment reduces the recapture amount to \$2,063 (sale on or after the sixth anniversary of closing, but before the seventh anniversary of closing = 60% holding period percentage). The recapture amount is further reduced because J and S's household income (\$32,000) is \$3,822 less than the income eligibility limit of (\$30,822 plus \$5,000) or \$35,822.

The recapture amount is reduced by the income percentage which is the difference between J and S's household income (\$32,000) and the eligibility limit (\$30,822) divided by \$5,000. (\$32,000 is \$1,178 more than \$30,822 and \$1,178 divided by \$5,000 = 23%. $\$2,063 \times 23\% = \486).

Since J and S realized a \$12,000 gain on the sale of their home, the 50% gain-on-sale limitation did not further reduce the \$486 recapture amount due. If the gain on sale had been \$200 instead of \$12,000, then the recapture amount would have been \$100, which is the lesser of the computed amount of \$486 or 50% of the gain on sale ($\$200 \times 50\% = \100).

This example is modified from the Draft Report prepared by the United States General Accounting Office entitled "Home Ownership, Limiting Mortgage Assistance Provided to Owners with Rapid Income Growth" to reflect changes enacted by the Budget Reconciliation Act of 1990.

If \$20,000 was the applicable income limit for one-person household, \$23,000 would be the applicable 3-or-more person household limit ($\$20,000 \times 115\%$). The \$23,000 amount is increased by 1.05 to the "nth" power, where "n" is the number of full years the home was owned, to \$30,822. ($\$23,000 \times 1.05$ to the 6th power equals $1.34 \times \$23,000 = \$30,822$.)

SAMPLE TABLE

[Note: The incomes provided in Column 2 of this table are merely examples to assist you in understanding the recapture calculation described in Attachment 2. Actual Income Calculations will be provided at or subsequent to Closing].

Date that you <u>sell your home</u>	(Column 1) Holding Period Percentage	(Column 2) <u>Adjusted Qualifying Income</u> Number of Family Members Living in Your Home <u>At The Time of Sale</u>	
		<u>2 or less</u>	<u>3 or more</u>
Before the first anniversary of closing (See note above)	20%	\$20,000	\$23,000
On or after the first anniversary of closing, but before the second anniversary of closing	40%	\$21,000	\$24,150
On or after the second anniversary of closing, but before the third anniversary of closing	60%	\$22,050	\$25,357
On or after the third anniversary of closing, but before the fourth anniversary of closing	80%	\$23,152	\$26,625
On or after the fourth anniversary of closing, but before the fifth anniversary of closing	100%	\$24,310	\$27,957
On or after the fifth anniversary of closing, but before the sixth anniversary of closing	80%	\$25,526	\$29,354
On or after the sixth anniversary of closing, but before the seventh anniversary of closing	60%	\$26,802	\$30,822
On or after the seventh anniversary of closing, but before the eighth anniversary of closing	40%	\$28,142	\$32,363
On or after the eighth anniversary of closing, but before the ninth anniversary of closing	20%	\$29,549	\$33,981

RECAPTURE WORKSHEET

- A. Calculate 50% of the gain on sale of the home.
[Gain \$ _____ x 50%] = \$ _____.
- B. Home was sold or transferred during what year? _____ year
Applicable % (See Attachment 3 Column 1) _____%.
- C. Original mortgage loan amount \$ _____.
- D. Amount in C. x 6.25% (.0625) = \$ _____ (Maximum Recapture Tax possible).
- E. [% shown in B.] x D. = \$ _____.
- F. Maximum Federal income limit for your area, the year sold, and current family size (See Attachment 3, Column 2) = \$ _____.
- G. Mortgagor(s)' modified adjusted gross income for year in which house is sold.
- | | |
|--|----------|
| (adjusted gross income on Form 1040, 1040A, or 1040EZ) | \$ _____ |
| (tax-exempt income) + | \$ _____ |
| (100% of gain on sale on home) - | \$ _____ |
| (modified adjusted gross income) = | \$ _____ |
- H. If F. is greater than or equal to the result in G., no recapture; stop here.
- I. If G. is greater than or equal to (F. + \$5,000), go to M.
- J. If G. is less than (F. + \$5,000), compute the difference between G. and F. here: \$ _____.
- K. The amount in J. divided by \$5,000 = _____%.
- L. K. times E. = \$ _____ (adjusted recapture tax). (Go to N.)
- M. The LESSER of (A.) or (E.) is the recapture amount owed
\$ _____.
- N. The LESSER of (A.) or (L.) is the recapture amount owed.
\$ _____.

**STATE OF NEW YORK MORTGAGE AGENCY
PROPERTY SELLER'S AFFIDAVIT**

PARAGRAPHS 1, 5 AND 10 OF THIS DOCUMENT MUST BE COMPLETED

As an essential part of an application for a mortgage loan (the "Mortgage Loan"), pursuant to the Low Interest Rate Mortgage Program of the State of New York Mortgage Agency, being submitted by _____ (the "Purchaser" whether one or more) to finance the purchase from the undersigned of a residence, which includes real estate and fixtures under New York law, (the "Residence"), the undersigned does hereby depose and say:

1. The Residence is located in the State of New York and is a (check one):

_____ (A) Existing one dwelling unit residence (including condominium or cooperative unit).

_____ (B) Newly constructed one dwelling unit residence (including new condominium or cooperative) completed as of the Mortgage Loan closing date to the extent that occupancy is permitted under local law.

_____ (C) 1) Newly constructed or existing two dwelling unit residence (i) located in a target area, and (ii) completed as of the Mortgage Loan closing date to the extent that occupancy as permitted under local law.

OR

2) Existing two dwelling unit residence not located in a target area where at least one unit has been occupied as a residence for at least the five years immediately preceding the date hereof, provided, that any unit may have been vacant during such period if the unit was, to the best of my knowledge, from the time previously occupied as a residence, continuously held out of residential use and not occupied for any portion of such period in connection with a commercial or business use.

_____ (D) Existing (3, 4) (circle number of units) dwelling unit residence wherein at least one unit has been occupied as a residence for at least the five years immediately preceding the date hereof. Any unit may have been vacant during such period if, to the best of my knowledge and belief, the unit was, from the time previously occupied as a residence, continuously held out for residential use and not occupied for any portion of such period in connection with a commercial or business use.

For purposes of the above, the term "existing residence" means units or dwellings which have been previously occupied or used as a residence, and the term "newly constructed residence" means units or dwelling which have not been previously occupied or used as a residence.

2. No portion of the Residence is specifically designed for commercial, vacation or recreational use, and any commercial fixtures currently located in the Residence will be removed upon the sale of the Residence.

3. At the time of sale, the Residence was in compliance with all applicable zoning ordinances, health and building codes or other applicable land use or development regulations or laws.

4. All of the land purchased with the Residence maintains the basic livability of the home and will not provide a source of income to the Purchaser other than in connection with the rental of a unit (or units) incidental to a 2, 3, or 4 dwelling unit residence. No map which subdivides such land has been recorded. The land does not contain any outbuildings or other structures which are currently used for the production of income.



5. The Acquisition Cost of the Residence is [\$ _____]* [as referenced on line 7 of Part III of the Recapture Notification and Mortgagor's Affidavit (SONYMA Form 211), executed by the Purchaser]. A true and correct copy of the purchase contract representing the entire transaction for the purchase of the Residence has been provided to the Mortgage Lender by the Purchaser.

6. (I/We) have examined copies of all contracts, agreements and understandings to which (I/we) (am/are) a party submitted by Purchaser in connection with his application for a Mortgage Loan relating to the furnishing of any services, (e.g., painting, plastering, landscaping for the Residence), the completion, addition or re-equipping of the Residence or the purchase of any other real or personal property in connection with the Residence. The dollar amounts set forth in such contracts are true and correct.

[ANSWER PARAGRAPH 7 ONLY IF THE RESIDENCE HAS BEEN PREVIOUSLY OCCUPIED.]

7. The Residence does not contain any unfinished areas that are suitable for completion and I have not removed without replacement any fixtures (other than fixtures for commercial use), except as listed below: **(If none, state "None".)**

[ANSWER PARAGRAPHS 8 AND 9 ONLY IF THE RESIDENCE IS NEWLY-CONSTRUCTED.]

8. No fixtures that normally are included by me in homes similar to the Residence (other than on an optional basis) have been eliminated from the Residence, except for items listed below: **(If none, state "None".)**

9. The Residence does not contain any unfinished areas that are suitable for completion and normally finished (other than on an optional basis) in homes similar to the Residence and sold by me, except for items listed below: **(If none, state "None".)**

10. The purchase price of the Residence is the same as it would be if the financing had been provided by other than a Mortgage Loan. **(State "Yes" or "No".)**

11. No part of the proceeds of the Mortgage Loan will be used directly or indirectly to repay any existing loan made to the Purchaser by me or any person acting on my behalf in connection with the Residence, except a construction loan, bridge loan or similar temporary initial financing with an initial term not exceeding 24 months.

12. In connection with the sale of the Residence, neither I nor anyone acting on my behalf (directly or indirectly) has entered into any contract, arrangement or understanding to make any payment to any persons other than as included in the calculation contained in Part III of the Recapture Notification and Mortgagor's Affidavit.

[*Acquisition Cost is defined as the cost of acquiring a residence (which does not include property such as an appliance, a piece of furniture, a television, etc., which under applicable law is not a fixture), from the property seller as a completed residential unit and includes: (i) All amounts paid, either in cash or in kind, by the purchaser (or a related party for the benefit of the purchaser) to the property seller (or a related party for the benefit of the property seller) as consideration for the residence; (ii) If a residence is incomplete, the reasonable cost of completing the residence whether or not the cost of completing construction is to be financed by a Mortgage Loan; (iii) If subject to a ground lease, the capitalized ground rent computed at a discount rate established by SONYMA; (iv) Cost of land owned by Mortgagor for less than two years; (v) For Mortgage Loans financing units in a cooperative project, the pro rata portion of the underlying mortgage allocable to the cooperative unit must be added to the cost of the shares of stock.]

THIS DOCUMENT MUST BE EXECUTED BY PROPERTY SELLER AND NOT BE EXECUTED BY ANY PERSON HOLDING A POWER-OF-ATTORNEY.

Execution at Time of Loan Application

Property Seller

Property Seller

ACKNOWLEDGEMENT

STATE OF _____).ss:

COUNTY OF _____)

On the _____ day of _____ in the year _____, before me, the undersigned, a notary public in and for said state, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person on behalf of which the individual(s) acted, executed the instrument.

Notary Public
Commission expires:

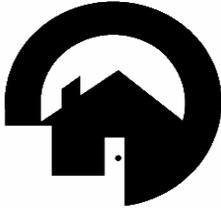
ACKNOWLEDGEMENT

STATE OF _____).ss:

COUNTY OF _____)

On the _____ day of _____ in the year _____, before me, the undersigned, a notary public in and for said state, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person on behalf of which the individual(s) acted, executed the instrument.

Notary Public
Commission expires:



State of New York Mortgage Agency

SONYMA Low Interest Rate Mortgage Program Application Loan File Checklist

SONYMA requires that this checklist be submitted with each loan application file sent for approval under the above 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 underwriting SONYMA loans. Information in brackets [] is for SONYMA use.

General Information

SONYMA Loan #: _____

Lender Name: _____

Borrower Name(s): _____

Program: Low Interest Rate Construction Incentive Other: _____

Automated Underwritten Loan (Please check one): Yes No

Is this loan utilizing a SONYMA Closing Cost Assistance Loan? (Please check one) Yes No

1) Mortgage Loan Eligibility Form (#212/4-99)

- _____ Fully completed and signed by an authorized officer of the lender?
- _____ Submitted documents as listed under the Low Interest Rate Mortgage Program?
- _____ White, yellow and pink copies to SONYMA?

2) Loan Verification Form (#213/9-04) [A]

- _____ Original form submitted to SONYMA? [A01]
- _____ Boxes 1 through 49 neatly and fully completed (in accordance with the accompanying instructions) with items not applicable marked "N/A" and items to be determined marked "TBD"?
- _____ Is there documentation in the file to support the information contained in Boxes 26 or 27a through 27e (Section #, Subsection #, Block #, etc.)? [A02/A03-A10]
- _____ Is there documentation in the file to support the Taxing Municipality Type (Box #24) and Taxing Municipality Name (Box #25)? [A02/A11, A02/A12, A02/A11/A12]
- _____ If a Project Set-Aside loan is being submitted, has the number assigned by SONYMA been entered in Box #41, Construction Code?
- _____ If property is located in a Target Area, has the appropriate number been entered in Box #23, Target Area Number?

3) Residential Loan Application (Fannie Mae Form 1003) and Uniform Underwriting Form Transmittal Summary (Fannie Mae Form 1008) [J]

- _____ Document completed in full? [J01/J02]
- _____ Includes all verified information? [J01/J02]
- _____ Signed and dated by all applicants? [J03]
- _____ Is the completed Fannie Mae Form 1008 attached? [J04/J05]
- _____ If applicant is requesting a CCAL, has it been added to the Details of Transaction section? [J06]

4) Executed Contract of Sale [H]

- _____ Photocopy of document being submitted? [H01]
- _____ Is the contract dated prior to the loan application date? [H09]
- _____ All terms and conditions of the sale stated within? [H02/H03]
- _____ If personal property is being deducted from the Acquisition Cost, are the items and their value individually listed in the contract? [H04/H05/H06]
- _____ Signed by all purchasers and sellers? [H07/H08]
- _____ All riders attached and signed? [H10]

_____ Is the Property Condition Disclosure Form attached, or does the contract indicate the \$500 borrower credit? [H11/H12]

5) **Appraisal Report (Fannie Mae/Freddie Mac Form) (see Seller's Guide Section 3.104 for appropriate forms) [N]**

_____ Copy of Appraisal Report and photographs of the front, back, and street scene being submitted? [N01/ N02/N03]

_____ Date of appraisal less than 6 months old? [N04, N05]

_____ Is the Census Tract # indicated on appraisal? [N06/N07]

_____ 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?

_____ 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? [N08/N09/N10/N11]

_____ If property contains any outbuildings, barns, sheds, or other structure, does appraiser adequately describe the current usage and interior of such structure? [N12/N13/N14]

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

_____ Does the property comply with local zoning ordinances? [N15/N16]

_____ Does the lot size conform to SONYMA's requirements per Section 2.402 of the Seller's Guide? [N15/N17]

_____ Does the property show any evidence of a prior or current business or commercial use? [N15/N18]

_____ Does the property contain more kitchens than the number of housing units? [N15/N19]

6) **Recapture Notification and Mortgagor's Affidavit (#211/1-07) [S]**

_____ Photocopy of document being submitted? [S01]

_____ Mortgage Lender name completed? [S02]

_____ Mortgagor(s) name(s) completed? [S03]

_____ Property Seller(s) name(s) completed? [S04]

_____ Total persons expecting to occupy the residence (including children) completed? [S06]

PART II - GENERAL INFORMATION

_____ Applicant(s) name(s) appears in first paragraph? [S07]

_____ Item 2 is completed? [S08]

_____ If property is a three- or four-family dwelling, number of units is circled in item 2(D)? [S09/S10]

_____ If two-to-four family, item 5 completed? [S11]

_____ Item 9(A) or (B) completed? [S12]

_____ If non-target area loan, item 9(C) completed in full including section marked "Select all appropriate responses"? [S13/S14/S15]

_____ Is copy of documentation enclosed to verify income of all household members? [S42/S43]

PART III - ACQUISITION COST OF THE RESIDENCE

_____ For existing property, purchase price indicated on line 1? [S16]

_____ If a cooperative, the pro rata share of the underlying mortgage is correctly stated in 1(a)? [S17/S18]

_____ For newly constructed property, construction contract price indicated on line 1? [S19/S20]

_____ If land has been purchased within the last 2 years, the price of the land is indicated on line 3? [S21/S22/S23]

_____ If applicable, dollar amount of subsidy/grant applied towards acquisition of property indicated on line 2? [S24]

_____ If personal property is listed and given a value in the contract of sale, amount has been deducted on line 6? [S25/S26/S27]

_____ Total acquisition cost has been indicated on line 7? [S28]

_____ Acquisition Cost within appropriate SONYMA limit?

PART IV - INCOME ELIGIBILITY

_____ Part A completed in column entitled "At Loan Application" only? [S29/S30]

_____ Column entitled "At Title Closing" is not completed? [S31/S32]

_____ Line 14 completed on monthly basis using current income and includes income for all "Household Members" as defined by SONYMA? [S33/S34]

_____ Part B shows annualized current income? [S35]

_____ Household Member(s) Income within appropriate SONYMA limit?

PART VI - CERTIFICATION

_____ Signed by all borrowers in section entitled at "Execution at Time of Loan Application" only ? [S36/S37]

_____ Not signed by a Power of Attorney? [S45/46]

_____ Notary section fully completed? [S38]

_____ Notary stamp and/or seal affixed and notary commission not expired? [S39]

_____ Section entitled "Reaffirmation at Title Closing" is not completed? [S40/S41]

7) **Property Seller's Affidavit (#210/1-07) [B]**

_____ Original document being submitted? [B01]

- Applicant(s)/Purchaser(s) name(s) appears in first paragraph? [B02]
 Item 1 is completed? [B03]
 If property is a three- or four-family dwelling, number of units is circled in item 1(D)? [B04/B05]
 Items 5 and 10 completed? [B06]
 Item 7 completed for existing properties? [B07]
 Items 8 and 9 completed for newly constructed properties? [B08/B09]
 Signed by all property sellers? [B10]
 Not signed by a Power of Attorney? [B11]
 Notary section fully completed? [B16]
 Notary stamp and/or seal affixed and notary commission not expired? [B17]
- 8) **Military Veteran's Eligibility Affidavit (#243/1-07)** (if applicable) [Q]
- Original completed document being submitted? [Q01]
 Top of form fully completed? [Q02]
 All borrower's names and the property address being financed completed in the first paragraph? [Q03/Q04]
 Document signed by all borrowers? [Q05]
 Form is duly notarized and notary commission has not expired? [Q06/Q07]
 Copy of DD Form 214, Certificate of Release or Discharge from Active Duty attached? [Q08/Q09]
- 9) **Manufactured HomeOwner Eligibility Affidavit (#217/12-00)** (if applicable) [V]
- If any borrower owned a mobile home during previous three years, original document submitted? [V01]
 Top of form and questions 1 to 4 are fully completed? [V02/V03]
 Form is signed by all applicants? [V04]
 Form is duly notarized on page 2 for all applicants and notary commission has not expired? [V05/V06]
 Section entitled "Lender to Complete" fully completed by lender? [V07]
- 10) **PMI Certificate (if applicable)** [F]
- Photocopy of document submitted when primary insurance is applicable? [F01]
 Lender named as the insured? [F02]
 Loan amount and LTV accurate? [F03]
 Borrower names and property address accurate? [F06]
 Coverage amount (percent) accurate as required in the Seller's Guide? [F07/F08/F09]
 If borrower receives a \$500 credit from property seller as a result of the Property Condition Disclosure Act, is the loan amount based on the net sales price? [F10]
- 11) **Pool Insurance Certificate** [E]
- Photocopy of document submitted? [E01]
 SONYMA named as the insured? [E02]
 Loan amount and LTV accurate? [E03]
 SONYMA loan number correctly stated? [E04]
 Borrower names and property address accurate? [E06]
 If borrower receives a \$500 credit from property seller as a result of the Property Condition Disclosure Act, is the loan amount based on the net sales price? [E10]
- 12) **Initial Good Faith Estimate** [M1]
- Photocopy of signed initial document submitted? [M11]
 Points and fees in compliance with SONYMA guidelines? [M12/M13]
- 13) **Lender Lock-in Agreement** [M2]
- Photocopy of fully executed document submitted? [M21]
 Interest rate locked agrees with SONYMA's records? [M22]
 Lock-in deposit of 1% reflected? [M23]
- 14) **Signed Federal Income Tax Returns (Non-Target area loans only)** [O]
- Last three (3) years' Federal returns with all schedules submitted? [O01/O02/O03]
 Are all returns signed by all borrowers? [O04]
 If Form 1040 is submitted and borrower has itemized deductions, is Schedule A attached? [O05/O06]
 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? [O07/O08/O09/O10]
 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)? [O11/O12/O13/O14]
 If borrower(s) filed their federal tax return(s) via Telefile, in addition to the form itself, did the applicant

complete the appropriate response in Section 9(c) of Part II of the Recapture Notification and Mortgagor's Affidavit (Form 211)?

_____ If applicant filed Schedule C – Profit or Loss from Business and used his/her primary residence as 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. Applicant is eligible if no amount is entered on Line 30 of Schedule C or if Line 3 of Form 8829 does not exceed 10%. *Notwithstanding this, SONYMA, at its sole discretion, may deny a loan application if it has reason to believe that more than 10% of the property will be used for a commercial or business use.*

15) **Computer-Generated Paystubs for Most Recent 30 Days or equivalent [L]**

_____ Photocopy of documents for all Household Members submitted? [L01/L02]

_____ If computerized paystubs are not applicable, is Verification of Employment(s) or equivalent documentation as described in Item 5d. of Seller's Guide Appendix III submitted? [L03/L04]

16) **Verification of Deposit(s) (Fannie Mae/Freddie Mac Form) or equivalent [M]**

_____ Photocopy of document submitted? [M01]

17) **Residential Mortgage Credit Report(s) or Equivalent [K]**

_____ Photocopy of document submitted? [K01]

18) **Automated Underwriting Findings Report/Feedback Certificate, if applicable [M3]**

_____ Photocopy of findings report/feedback certificate and accompanying reports submitted? [M31/M32]

_____ Copies of supporting documentation required by the findings report/feedback certificate submitted? [M33/M34]

19) **FEMA Standard Flood Hazard Determination (FEMA Form 81-93, dated 6/95) [W]**

_____ Copy of completed form submitted? [W01]

20) **Closing Cost Assistance Loan ("CCAL") Recapture Notification (#C4/10-05) (if applicable) [T1]**

_____ Original document being submitted? [T11]

_____ Lender and Mortgagor(s) names completed at top of loan document? [T12]

_____ Document executed by all mortgagors? [T13]

_____ If the applicant will not utilize a CCAL, is the CCAL Declination Acknowledgment Form (Form C9/10-05) executed and submitted in loan file? [T15/T16]

21) **Subsidy (other than CCAL) Documentation (if applicable) [I]**

_____ If a subsidy(ies), other than any CCAL subsidy, is being utilized in this transaction, is there documentation in the file (i.e., award letter) verifying the subsidy provider(s), subsidy amount(s), and how funds are being distributed? [I01/I02/I03]

22) **Condominium or Cooperative Project Questionnaire (if applicable) [X05]**

_____ If property is a condominium or a cooperative, is the applicable condominium or cooperative project questionnaire submitted? [X06/X07]

_____ 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? [X08/X09]

23) _____ **All the above documents submitted are on the proper forms as listed above?** [Current versions of all SONYMA documents may be downloaded from our website (www.nyhomes.org/home/index.asp?page=110).

Certification

I, the undersigned authorized signatory, hereby certify that the above items, when checked at the appropriate places, are accurate and complete in form and substance and constitute the application loan file for the above referenced loan.

Authorized Signature

Telephone Number

Printed Name

Date

Title

E-mail Address



State of New York Mortgage Agency

SONYMA Low Interest Rate Mortgage Program Closed Loan Document Checklist

SONYMA requires that this checklist be completed and submitted with each closed document loan file. Each document listed must be included in the file and checked against this checklist for accuracy and completeness.

General Information

SONYMA Loan #: _____

Lender Name: _____

Borrower Name(s): _____

Program: Low Interest Rate Construction Incentive Other: _____

Did this loan utilize a SONYMA Closing Cost Assistance Loan? (Please check one) Yes No

I. Property Data [39, 39A/39B]

The following data is required for all loans if not submitted at time of loan application. Upon submission of the closed loan file, the lender is required to specify in the space provided the appropriate information. Please answer each category. If the information is not available, mark the category "N/A". Please see Section 2.703 of the Seller's Guide for conventions.

A. Tax Map Parcel Number (Section/Block/Lot) _____ [39J]

B. Taxing Municipality Type (please check the appropriate item) [39K]

County (NYC Only) ____ City ____ Town ____ Village ____

C. Taxing Municipality Name: _____ [39L]

II. Mortgage Note (Fannie Mae/Freddie Mac Form 3233 - 1/01) [45]

- ___ a. Original document and a photocopy submitted? [45A]
- ___ b. Date in upper left-hand corner corresponds with the date of the Mortgage? [45B]
- ___ c. Property address and city is correctly stated? [45C]
- ___ d. Item 1 specifies mortgage amount and lender's name? [45D, 45E]
- ___ e. Item 2 reflects correct loan interest rate (according to the appropriate Monthly Availability of Funds and Notice of Terms Bulletin)? [45F]
- ___ f1. Item 3 (A) reflects the correct initial payment date, maturity date, and location as to where monthly payments are to be made? [45G/45H, 45I/45J]
- ___ f2. Item 3 (B) reflects the correct monthly principal & interest payment? [45K]
- ___ g. Item 6(A) is completed? [45L]
- ___ h. Document is signed by all mortgagors and guarantors (if applicable)? [45P]
- ___ i. Endorsement without recourse to SONYMA is reflected and executed by an authorized officer of the lender? [45N/45O]
- ___ j. SONYMA Rider to Fannie Mae/Freddie Mac Note (for Construction Incentive Program Loans) [Form 236/12-00], if applicable. [450]
- ___ j1. Item A correctly reflects the initial interest rate and the final interest rate based on the terms approved by SONYMA and the Monthly Availability of Funds and Notice of Terms Bulletin? [451]
- ___ j2. Item B correctly specifies monthly principal & interest payments based on the approved initial interest rate? [452]
- ___ j3. The interest rate for the remaining term of the mortgage is correctly stated? [453]
- ___ j4. All borrowers executed document? [45P]
- ___ k. SONYMA CCAL Rider to New York FNMA/FHLMC Fixed Rate Note (Form C2/10-05), if applicable [61]

- ___ k1. Signed original and a photocopy of this document submitted? [61A]
- ___ k2. Borrower(s) name(s) is correctly stated? [61B]
- ___ k3. Property address is correctly stated? [61D]
- ___ k4. The mortgage closing date is correctly specified? [61F]
- ___ k5. Lender's name is correctly specified? [61G]
- ___ k6. Item 3 correctly reflects the recapture obligation (CCAL loan amount) approved by SONYMA immediately prior to loan closing and agrees with Item 4 of the CCAL Rider to the FNMA/FHLMC Mortgage (Form C1)? [61I/61J]
- ___ k7. All borrower(s) executed the document? [61K]

III. **Recorded Mortgage (Fannie Mae/Freddie Mac Form 3033 - 1/01) with SONYMA Rider to Fannie Mae/Freddie Mac Mortgage (Form 230/12-00) attached** [46]

- ___ a1. Signed duplicate original of unrecorded Mortgage submitted, if recorded instrument is not available? [46I, 46C]
- ___ a2. Original recorded document and a photocopy submitted? [46A]
- ___ b. Item A corresponds with the date of the Mortgage Note? [46D]
- ___ c. Item B shows all borrowers? [46E]
- ___ d. Item C shows Lender's full name and other required information? [46F]
- ___ e. Item D shows date of the Mortgage Note, the mortgage amount and maturity date? [46G/46H, 46I]
- ___ f. Item H shows all riders attached as applicable?
- ___ g. Under the "Description of Property" section, item A accurately states the correct property address? [46K, 46L]
- ___ h. Property legal description (Schedule "A") matches that of the Title Policy? [46M/46N/46O]
- ___ i. All mortgagor(s) duly executed document? [46P]
- ___ j. Notary Public's proper execution and stamp of seal affixed on document? [46Y]
- ___ k. County Clerk's recording stamp affixed? [46Z]
- ___ l. SONYMA Rider to Fannie Mae/Freddie Mac Mortgage (Form 230/12-00) [462]
- ___ 11. Signed duplicate original document submitted? [46W/46X]
- ___ 12. Borrower(s) name(s) accurately specified? [46E]
- ___ 13. Mortgage date and name of lender specified? [46D, 46F]
- ___ 14. All mortgagor(s) duly executed document? [47G]
- ___ m. Planned Unit Development Rider (Fannie Mae/Freddie Mac Form 3150 1/01), if applicable [463]
- ___ m1. If the property is a PUD, signed duplicate original submitted? [46T]
- ___ m2. The mortgage date is correctly specified? [46I]
- ___ m3. The name of the lender is correctly stated? [46F]
- ___ m4. The property address is correct? [46K]
- ___ m5. The name of the Declaration is correctly specified? [466]
- ___ m6. The name of the Planned Unit Development is correctly stated? [467]
- ___ m7. All mortgagors executed document? [47G]
- ___ n. Condominium Rider (Fannie Mae/Freddie Mac Form 3140 1/01), if applicable [47]
- ___ n1. If the property is a Condo, signed duplicate original submitted? [47A]
- ___ n2. The mortgage date is correctly specified? [47C]
- ___ n3. The name of the lender is correctly stated? [47D]
- ___ n4. The property address is correctly stated? [47E]
- ___ n5. The name of the Condominium Project is correctly stated? [47F]
- ___ n6. All mortgagors executed the document? [47G]
- ___ o. 1-4 Family Rider (Fannie Mae/Freddie Mac Form 3170 1/01), if applicable [470]
- ___ o1. If the property is a two-to-four family property, signed duplicate original submitted? [47A]
- ___ o2. The mortgage date is correctly specified? [47C]
- ___ o3. Lender's name is correctly stated? [47D]
- ___ o4. The property address is correctly specified? [47E]
- ___ o5. All mortgagors executed document? [47G]
- ___ p. SONYMA CCAL Rider to New York Single Family FNMA/FHLMC Mortgage (Form C1/10-05), if applicable [460]
- ___ p1. Signed duplicate original document submitted? [46C]
- ___ p2. Borrower(s) name accurately specified? [46E]
- ___ p3. Property address is correctly stated? [46K]
- ___ p4. Mortgage closing date and Lender's name specified? [46D, 46F]
- ___ p5. Item 4 - The dollar amount specified reflects recapture obligation (CCAL loan amount) in the amount approved by SONYMA immediately prior to loan closing and agrees with Item 3 of the CCAL Rider to the FNMA/FHLMC Note (Form C2)? [463, 464]
- ___ p6. All mortgagors executed the document? [46P]

Note: If Lender is an approved MERS Member (see Seller's Guide Appendix IV) and names MERS as the nominee, the

applicable MERS as Original Mortgagee (“MOM”) language must be incorporated into the mortgage instrument. Please see Appendix IV for more details.

IV. **Recorded Consolidation, Extension and Modification Agreement [Fannie Mae/Freddie Mac New York Single Family 3172 - 1/01 (rev. 5-01)], if applicable** [06]

- a1. Signed duplicate original of unrecorded Extension and Modification Agreement submitted, if recorded instrument is not available? [07, 07C]
- a2. Original recorded document and a photocopy submitted? [07A/07B]
- a3. All appropriate riders, as stated above and where applicable, are attached to recorded original and duplicate original? [08R/08S]
- a4. SONYMA CCAL Rider(s) to FNMA/FHLMC Note and/or Mortgage completed and attached to the recorded and duplicate original CEMA, if applicable? [076/077/ 078]
- b. Item (A) - Date specified agrees with closing date? [07E]
- c. Item (B) - Borrower's name and previous address accurately stated? [07F, 07G]
- d. Item (C) - Lender's name, laws it exists under and address accurately stated? [07H]
- e. Item (G) - Property address and location accurately stated? [07G]
- f. Item #I - Total unpaid principal balance of Notes specified and amount advanced on the closing date is accurately stated? [070/07P]
- g. Item #X - The second box is checked off? [081]
- h. All borrowers have executed the document? [07X]
- i. Lender's authorized officer has executed the document? [07Y/07Z]
- j. Borrower's signature properly notarized with Notary Public execution and stamp and/or seal appropriately affixed? [08F, 08G]
- k. Lender's authorized bank's officer signature properly notarized with Notary Public execution and stamp and/or seal appropriately affixed? [08F, 08G]
- l. Exhibit “A” accurately reflects the mortgage information and recording information of the construction note and mortgage and if applicable, the gap mortgage and note? [082/083/084]
- m. Exhibit “B” shows the property description (Schedule A)? [085]
- n. Exhibit “C” completed and executed in the manner described on the form's instructions? [086]
- o. Exhibit “D” completed and executed in the manner described on the form's instructions? [087]

Note: If Lender is an approved MERS Member (see Seller's Guide Appendix IV) and has named MERS as the nominee on the Mortgage, the applicable MERS as Original Mortgagee (“MOM”) language must be incorporated into the CEMA. Please see Appendix IV for more details.

V. **Original Building Note, if applicable** [02]

- a. Original document and a photocopy submitted? [02A/02B]

VI. **Recorded Building Mortgage, if applicable** [05]

- a. Original document and a photocopy submitted? [05D/05E]

VII. **Recorded Assignment of Mortgage (Form 202/9-99)** [09]

- a1. Signed duplicate original of unrecorded Assignment of Mortgage submitted, if recorded instrument is not available? [10, 10C]
- a2. Original recorded document and a photocopy submitted? [10A/10B]
- b. Lender's name as Assignor and address specified? [10E]
- c. Borrower's name correctly stated? [10H]
- d. Mortgage date, recording information and amount of loan specified? [10I, 10J/10K]
- e. Property address specified? [10L]
- f. Document dated and executed by an authorized bank representative and witnessed? [10S/10T]
- g. Notary Public's execution and stamp and/or seal affixed? [10V]
- h. County Clerk's recording stamp affixed? [10W]
- i. Date and recording information of Consolidation/Extension/Modification Agreement cited (if applicable)? [10X/10Y]

Note: If Lender is an approved MERS Member (see Seller's Guide Appendix IV) and has named MERS as the nominee on the Mortgage, SONYMA still requires the Assignment of Mortgage (Form 202) to be executed and recorded in the appropriate county clerk's office. The Assignment of Mortgage must come from MERS to SONYMA and must be executed by a MERS certifying officer. Please see Appendix IV for more details.

VIII. **Copies of executed second lienholder's Mortgage and Note from government subsidized program (if applicable)** [12/13]

- a. Copies of executed documents submitted? [13A/13B]
- b. Total amount of subsidy corresponds to amount stated on the HUD-1? [13H/13I]

IX. **Mortgage Title Insurance Policy (ALTA Policy)** [14]

- a1. Original preliminary Title Report or Binder submitted? [15, 15C/15D]
- a2. Title recertified in borrower's name? [150]

- a3. Original Mortgage Title Insurance Policy and a photocopy submitted? [15A/15B]
- b. Insured amount matches amount on Mortgage and Note? [15H]
- b1. CCAL amount included in policy coverage amount? [15H]
- c. Date of issue (closing date or recording date) accurately stated? [15V/15W]
- d. "State of New York Mortgage Agency" specified as insured? [15I/15J]
- e. Does Schedule A of the policy show the following?
 - e1. I. Mortgagor(s) reflected as having fee simple title to land?
 - e2. II. Mortgage amount and/or data accurately stated? [15Y]
- f. Description of property (Schedule "A") matches that of the Mortgage document? [15L/15M]
- g. Document shows marketable title with no liens, encumbrances, encroachments etc. that may adversely affect SONYMA's security?
- h. Survey inspection with corresponding survey reading on property is dated within six(6) months of the mortgage (if applicable)? [153/154]
- i. If the final title policy is being submitted, is document validated by an authorized officer and/or agent of the title company? [15K]
- j. If the final title policy is being submitted, is survey coverage endorsement attached to policy in lieu of Item XII below? [15X]
- k. If the preliminary title report is being submitted, does it contain an itemized schedule of all endorsements to be included in the final title policy? [15E/15F]
- l. Is the New York Standard endorsement [15P], Environmental Protection endorsement [15T/15U], and Survey Coverage endorsement (if applicable) [15X] incorporated into the document?
- m. If the property is manufactured housing as described in Section 3.107 of the Seller's Guide, is ALTA Form 7, Manufactured Housing Unit Endorsement, attached? [15Y]

Note: SONYMA will accept computerized signatures on any page of the title policy or title report. If a page calls for a countersignature, the page must be signed either by hand or electronically.

X. Copy of SONYMA Executed CCAL Loan Request for Disbursement Form (Form C6/10-05) [78]

- a. Photocopy of final SONYMA executed form submitted with file? [781]
- b. Approved CCAL Loan amount agrees with the amount reflected in Item 3 of the CCAL Rider to FNMA/FHLMC Note (Form C2), Item 4 of the CCAL Rider to FNMA/FHLMC Mortgage (Form C1), and the HUD-1? [782/783/784]
- c. SONYMA approval signature on document? [785]

XI. Reaffirmed Recapture Notification and Mortgagor's Affidavit (Form 211/4-99 or 1-07, as applicable) [50/51]

- a. Original completed document and a photocopy submitted in file? [51A]
- b. Part IV - Income Eligibility
- b1. Total monthly and annual gross income earned is specified in section entitled "At Title Closing?" [51F/51G]
- b2. Income is within appropriate SONYMA limits? [51D/51E]
- c. Reaffirmation at title closing section is complete and executed by all mortgagors and guarantors? [51B/51C]
- d. Document is not reaffirmed by a power of attorney? [51L/51M]

XII. Survey/Property Plat (Not applicable for Condominiums or PUD's) [18]

(Note: Not required if item IX (j) above is incorporated within the Title Policy)

- a. Document submitted in file? [18A]
- b1. Survey/Property Plat dated within six(6) months of the mortgage and certified to SONYMA? [18B/18C/18D/18E] **OR**
- b2. An older Survey/Property Plat submitted with physical survey inspection done within six (6) months of the mortgage, read into the title insurance policy and revealing no material changes that would adversely affect SONYMA's security?

XIII. Hazard and Flood Insurance Certificate (Form 216/1-05) [20]

- a. Original completed document submitted in file? [20A/20B]
- b. SONYMA Loan Number correctly stated?
- c. Title closing date correctly stated? [20D]
- d. Borrower's name specified? [20E]
- e. Property address correctly stated? [20F]
- f. Bank's representative signature and title affixed? [20G/20H]

XIV. Uniform Settlement Statement (HUD-1) [19]

- a. Document submitted in file? [19A/19B]
- b. Borrower's name specified? [19D]

- c. Property address correctly stated? [19E]
- d. Purchase price correctly stated and within SONYMA's purchase price limits? [19I/19J]
- e. Loan amount specified? [19F]
- f. Correct points and equivalent monies specified? [19G/19H]
- g. Secondary financing grant/subsidies stated and equal to the amount on the secondary mortgage/note? [19M/19N]
- h. Appropriate escrows for taxes, insurance, etc. have been collected? [19Q/19R]
- i. If applicable, is the Closing Cost Assistance Loan amount approved by SONYMA immediately prior to closing reflected? [19T]
- j. Document executed by borrower(s) and seller(s)? [19S]

XV. Satisfactory Completion Certificate (Form 208/12-00), if applicable

- a. SONYMA Loan Number, borrower(s) name, and lender's name accurately stated?
- b. Document fully completed?
- c. Original photographs of completed dwelling submitted?
- d. Form signed and dated by qualified property inspector/appraiser?

XVI. Loan Funding Certification (Form 229/6-91) [41]

- a. Original document submitted with file? [41K/41L]
- b. Lender's name, SONYMA loan number, borrower, property address, and loan closing date accurately stated? [41A/41B]
- c. Is either 1, 2, or 3 checked as required? [41C/41D]
- d. If 2 is checked, did Lender previously provide SONYMA with a Certificate as to Unsecured Credit Agreement (see Seller's Guide)? [41E/41F]
- e. If 3 is checked, are the warehousing bank, the purchase price (loan amount), and the wire transfer instructions completed and accurately stated? (**Note:** If the wire transfer instructions differ from those previously received by SONYMA from the Lender, SONYMA will not purchase the Mortgage Loan until notified under separate cover of the change in writing by the Lender.) [41G/41H/41I/41J]
- f. Is the document executed by an authorized officer of your institution and if 3 is checked, also executed by an officer of the warehousing bank? [41M/41N/41O]

XVII. Copy of Mortgage Loan Eligibility Form (Form 212) executed by SONYMA and documentation to satisfy conditions of approval (64/65)

- a. Photocopy of Form 212 executed by SONYMA at time of application approval submitted? [65A/65B]
- b. If any conditions were listed on Form 212, is documentation evidencing conditions were satisfied attached to Form 212 and included in file? [65C/65D/65E]

[Current versions of all SONYMA documents may be downloaded from our website (www.nyhomes.org/home/index.asp?page=110).]

Certification

I, the undersigned authorized signatory, hereby certify that the above items, when checked at the appropriate places, are accurate and complete in form and substance and constitute the closed document loan file for the above referenced loan.

Authorized Signature

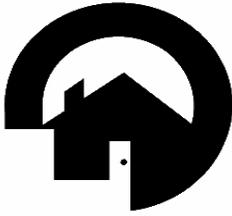
Printed Name

Title

Telephone Number

Date

E-mail Address



State of New York Mortgage Agency

SONYMA Low Interest Rate Mortgage Program
Closed Cooperative Share Loan Checklist

SONYMA requires that this checklist be completed and submitted with each closed cooperative share loan file. Each listed document and a legible photocopy must be included in the file and checked against this checklist for accuracy and completeness.

General Information

SONYMA Loan # _____

Lender Name: _____

Borrower(s) Name(s): _____

Program: Low Interest Rate Construction Incentive Other: _____

Did this loan utilize a SONYMA Closing Cost Assistance Loan? (Please check one) Yes No

I. Property Data [39, 39A/39B]

The following is required for all loans if not submitted at time of loan application. Upon submission of the closed loan file, the lender is required to specify in the space provided the appropriate information. For cooperative share loans please provide this information for the building. If there are multiple responses for a category, please indicate all of them. If the information for a category is not available, mark it "N/A". Please see Section 2.703 of the Seller's Guide for conventions.

- A. Tax Map Parcel Number (Section/Block/Lot _____) [39J]
- B. Taxing Municipality Type (please check the appropriate item.) [39K]
 County (NYC Only) ____ City ____ Town ____ Village ____
- C. Taxing Municipality Name: _____ [39L]

II. Cooperative Loan Note (SONYMA Coop Exhibit 2/4-99) [21]

- _____ a. Original document and a photocopy submitted with file? [21A/21B]
- _____ b. SONYMA Loan number accurate?
- _____ c. Top left hand corner - loan amount accurate? [21D]
- _____ d. Closing date correct? [21E]
- _____ e. Property Address correct? [21F]
- _____ f. Item (1) - Principal, Interest Rate and Lender's name accurate? [21D, 21G, 21J]
- _____ g. Item (2) - Initial payment date, P&I constant (P&I), maturity date and location of where payments are to be made correct? [21K]
- _____ h. Document executed by borrower(s)? [21L]
- _____ i. Notary Public's execution and stamp affixed? [21M, 21N]
- _____ j. Endorsement without recourse to SONYMA affixed and executed by an authorized officer of the lender? [21O, 21P/21Q]
- _____ k. Rider to SONYMA Cooperative Note (for Construction Incentive Program loans) (SONYMA Coop Exhibit 12/7-94), if applicable. [210]
- _____ k1. Original document and a photocopy submitted? [21A/21B]
- _____ k2. Item A(1) - Principal amount, initial interest rate, the final interest rate and lender's name accurate? [21D, 21G, 21J, 21V]
- _____ k3. Item B(2) - P&I constant, final interest rate, maturity date and location as to where payments are to be made correctly specified? [21K, 21V]
- _____ k4. All borrowers executed document? [21L]

- _____ 1. SONYMA CCAL Rider to Cooperative Loan Note (Form C8/10-05), if applicable [211]
- _____ 11. Original document and a photocopy submitted? [212]
- _____ 12. Borrower(s) name(s) is correctly stated? [213]
- _____ 13. Property address is correctly stated? [214]
- _____ 14. The loan closing date is correctly specified? [215]
- _____ 15. Lender's name is correctly specified? [216]
- _____ 16. Item 3 correctly reflects the recapture obligation (CCAL loan amount) approved by SONYMA immediately prior to loan closing and agrees with Item 4 of the SONYMA CCAL Rider to Security Agreement (Form C7) [217/218]
- _____ 17. All borrower(s) executed the document? [219]

III. **Security Agreement - Cooperative (SONYMA Coop Exhibit 8/4-99)** [22]

- _____ a. Original document and a photocopy submitted with file? [22A/22B]
- _____ b. SONYMA loan number accurate?
- _____ c. Right Hand corner - Loan number, Apartment No. and location accurate?
- _____ d. Closing date, borrower(s) name(s) and property location accurate? [22D, 22E, 22F]
- _____ e. Lender's name and location specified? [22G]
- _____ f. Item 1 Loan amount accurate? [22H]
- _____ g. Item 3 number of shares, Cooperative corporation name, Apartment number and location specified? [22I, 22J/22K]
- _____ h. Document executed by all borrower(s)? [22L]
- _____ i. Notary Public's execution and stamp appropriately affixed? [22M, 22N]
- _____ j. SONYMA CCAL Rider to Security Agreement (Form C7/10-05), if applicable [22Q]
- _____ j1. Original document and a photocopy submitted? [22R]
- _____ j2. Borrower(s) name(s) is correctly stated? [22S]
- _____ j3. Property address is correctly stated? [22T]
- _____ j4. The loan closing date is correctly specified? [22U]
- _____ j5. Lender's name is correctly specified? [22V]
- _____ j6. Item 4 correctly reflects the recapture obligation (CCAL loan amount) approved by SONYMA immediately prior to loan closing and agrees with Item 3 of the SONYMA CCAL Rider to Cooperative Loan Note (Form C8) [22W/22X]
- _____ j7. All borrower(s) executed the document? [22Y]

IV. **Copy of SONYMA Executed CCAL Loan Request for Disbursement Form (Form C6/10-05)** [78]

- _____ a. Photocopy of SONYMA executed form submitted with file? {781}
- _____ b. Approved CCAL Loan amount agrees with the amount reflected in Item 3 of the CCAL Rider to the Cooperative Loan Note (Form C8), Item 4 of the CCAL Rider to Security Agreement (Form C7), and the HUD-1? [786/787/784]
- _____ c. SONYMA approval signature on document? [785]

V. **Consent [provided and executed by Cooperative approving transfer/resale of shares between seller and buyer (if applicable)]** [23]

- _____ a. Original document and a photocopy submitted with file? [23A/23B]
- _____ b. Seller's (Assignor's) name accurate?
- _____ c. Proprietary Lease date accurate? [23F/23G]
- _____ d. Correct number of shares stated? [23H]
- _____ e. Borrower(s) name(s) accurate? [23I]
- _____ f. Proprietary rent and surcharges paid to date specified?
- _____ g. Document executed by an authorized agent and/or party of the Cooperative Corporation? [23J/23K]

VI. **Acceptance of Assignment and Assumption of Lease (if applicable) upon transfer of shares between seller and buyer (SONYMA Coop Exhibit 3/4-99)** [24/25]

- _____ a. Original document and a photocopy submitted with file? [25A/25B]
- _____ b. SONYMA Loan number accurate?
- _____ c. Borrower(s) name(s) accurate? [25D]
- _____ d. Proprietary Lease date accurate? [25E/25F]
- _____ e. Cooperative corporation name accurate? [25G/25H]
- _____ f. Apartment number and location referenced?
- _____ g. Effective date of assignment in accordance with closing date? [25I]
- _____ h. Notary Public's proper execution and stamp affixed? [25J, 25K]
- _____ i. Executed by buyer? [25L]

- VII. **Proprietary Lease (provided by Cooperative Corporation)** [26]
- _____ a. Original document and a photocopy submitted? [26A/26B]
 - _____ b. Document appropriately reflects, Lease date, Lessee(s) name and correct number of shares? [26D, 26E, 26F]
 - _____ c. Term of lease correctly reflects (lease term is equal to or greater than) share loan term approved by SONYMA? [26N/26O]
 - _____ d. Cooperative Corporation(Lessor) and Lessee(s) executed document? [26I/26J, 26K]
 - _____ e. Notary Public's proper execution and stamp affixed? [26L, 26M]
 - _____ f. If an Occupancy Agreement is submitted in lieu of this document, is an affidavit executed by the mortgagor(s) attached affirming that the borrower will not interfere, terminate or refuse to extend the lease prior to the term of the loan? [26P/26Q/26R/26S]
- VIII. **Assignment of Lease to Lender (SONYMA Coop Exhibit 4/4-99)** [27]
- _____ a. Original document and a photocopy submitted? [27A/27B]
 - _____ b. SONYMA Loan number accurate?
 - _____ c. Loan amount correct? [27D]
 - _____ d. Cooperative Apartment number and location accurate?
 - _____ e. Borrower(s) dated and executed document as of the closing date? [27E]
 - _____ f. Notary Public's proper execution and stamp affixed? [27F, 27G]
- IX. **Assignment of Loan (SONYMA Coop Exhibit 5/4-99)** [28]
- _____ a. Original document and a photocopy submitted? [28A/28B]
 - _____ b. Lender's name and address correct? [28D, 28K]
 - _____ c. Consideration amount specified? [28E]
 - _____ d. Date of Note accurate? [28F]
 - _____ e. Borrower(s) name accurate? [28G]
 - _____ f. Principal Loan amount accurate? [28H]
 - _____ g. Date of Lease, Apartment number and address specified? [28I/28J, 28K]
 - _____ h. Number of shares and name of Cooperative Corporation accurate? [28L]
 - _____ i. Stock Certificate number accurate? [28M]
 - _____ j. Security Agreement in accordance with date specified on Cooperative Note? [28F]
 - _____ k. Document dated and executed by an authorized officer of the Lender? [28N/28O]
- X. **Stock Certificate (Provided and executed by Cooperative Corporation)** [29]
- _____ a. Original document and a photocopy submitted? [29A/29B]
 - _____ b. Cooperative Corporation specified? [29D/29E]
 - _____ c. Borrower(s) name(s) accurate? [29F]
 - _____ d. Shares and Certificate number accurate? [29G, 29H/29I]
 - _____ e. Closing date specified? [29J]
 - _____ f. Document properly executed by Cooperative Corporation? [29K/29L]
- XI. **Stock Power (SONYMA Coop Exhibit 9/4-99)** [30]
- _____ a. Original document and a photocopy submitted? [30A/30B]
 - _____ b. Top right hand corner - SONYMA Loan number accurate?
 - _____ c. Lender's name accurate? [30D]
 - _____ d. Cooperative Corporation and number of shares accurate? [30E/30F, 30G]
 - _____ e. Document dated and executed by borrower as of the closing date? [30H]
 - _____ f. Document signed by witness at time of closing? [30J]
- XII. **Filed National UCC Financing Statement (Form UCC1)(Rev. 7/28/98)** [74]
- _____ a. Original filed acknowledgment copy and a photocopy submitted? [74I, 74J/74K/74L]
 - _____ b. Boxes # 1b and 1c - Borrower/Debtor exact full legal name and property address specified? [742/743]
 - _____ c. Boxes # 2b and 2c - Co-borrower/Co-debtor exact full legal name and property address specified? [744/745]
 - _____ d. Box # 3 - Lender and lender's address or State of New York Mortgage Agency and SONYMA's address specified as the secured party? [746/747]
 - _____ e. Box # 4 - Property address, apartment #, real property tax number, and number of shares of capital stock held with Cooperative Corporation specified? [748/749]
 - _____ f. Box # 6 checked? [74T]
 - _____ g. If more than two Borrowers/Debtors, is Box 11b of the UCC Financing Statement Addendum (Form UCC1Ad) (Rev. 7/29/98) completed and submitted for filing? [74C/74D/74E]
 - _____ h. If SONYMA is named as secured party in Box 3a, is Box 12 of the UCC Financing Statement Addendum (Form UCC1Ad) (Rev. 7/29/98) completed with Lender's name

- and address completed in Boxes 12a and 12c, respectively? [74M/74N/74O]
- _____ i. In Item 12, is the box AASSIGNOR S/P's NAME" checked? [74Q/74R/74S]
- _____ j. If Borrower is utilizing a SONYMA CCAL loan:
- _____ j1. Has a separate acknowledgment copy securing the CCAL loan been submitted? [80/801/802]
- _____ j2. Does Box #4 on Form UCC1 with respect only to the UCC filing of the Mortgage Loan additionally include the following:
Pursuant to the terms of a certain agreement between the Debtor and Secured Party entitled "Security Agreement - Co-op", the security interest described herein is a coequal, first lien with another security interest of the Secured Party filed or to be filed in connection with the collateral described hereinabove.
[74W/74X/74Y and/or 803/804/805]
- _____ j3. Does Box #4 of Form UCC1 with respect only to the UCC filing of the Closing Cost Assistance Loan additionally include the following:
Pursuant to the terms of a certain agreement between the Debtor and Secured Party entitled "SONYMA Closing Cost Assistance Loan Rider to Security Agreement - Co-op", the security interest described herein is a coequal, first lien with another security interest of the Secured Party filed or to be filed in connection with the collateral described hereinabove.
[74W/74X/74Y and/or 803/804/805]

XIII. **Filed New York UCC Financing Statement Cooperative Addendum (Form UCC1CA)**
(Rev. 6/14/01) [75/750]

- _____ a. Original filed acknowledgment copy and a photocopy submitted? [751/752/753]
- _____ b. Box # 19a or 19b checked? [754]
- _____ c. Box # 20b completed exactly as stated in Box # 1b of the UCC1? [755/756]
- _____ d. Box # 21a accurately reflects Lender's name and exactly as stated in Box #3a of the UCC1? [757/758]
- _____ e. Box # 22 appropriately checked? [759]
- _____ f. Box # 23 checked as Residential? [760]
- _____ g. Boxes # 24a through # 24h accurately completed? [761/762]
- _____ h. Box # 25 shows complete name of the cooperative corporation as reflected on the stock certificate? [763/764/765]
- _____ i. If Borrower is utilizing a SONYMA CCAL loan, has a separate original filed acknowledgment copy and a photocopy securing the CCAL loan been submitted? [81/810/811]

XIV. **Filed National UCC Financing Statement Addendum (Form UCC3) (Rev. 7/28/98),**
applicable only if at time of closing SONYMA was not named as assignee [77/770]

- _____ a. Duplicate original and a photocopy submitted? [771/772/773]
- _____ b. Box # 1a - Document reflects filing information of Form UCC1? [774/775]
- _____ c. Box # 4 - Information appropriately checked? [776]
- _____ d. Boxes # 7a and # 7c reflect the State of New York Mortgage Agency and SONYMA's address? [777/778,779]
- _____ e. Box # 9- Lender's name specified? [77A/77B/77C]
- _____ f. If Borrower is utilizing a SONYMA CCAL loan, has a separate original filed acknowledgment copy and a photocopy for the CCAL loan been submitted? [82/820/821]
- _____ f1. Does Box #8 on the UCC3 with respect to only the Mortgage Loan recite the same language as Box #4 of the UCC1? [See X1 (j2.) above] [77J/77K]
- _____ f2. Does Box #8 on the UCC3 with respect to only the Closing Cost Assistance Loan recite the same language as Box #4 of the UCC1? [See X1 (j3) above] [822/823]

XV. **Recognition Agreement**
Aztech Form [331]

- _____ a1. Original document and a photocopy submitted? [33A/33B, 33W]
- _____ a2. Property address and apartment number accurately stated on top of the form? [33T/33U]
- _____ a3. Item #2 - Borrower(s)/ Lessee(s) names accurately stated? [33E]
- _____ a4. Loan amount accurate? [33F]
- _____ a5. Document executed by authorized officer of the Cooperative Corporation? [33P/33Q]
- _____ a6. Document executed by authorized officer of the Lender? [33K/33L]
- _____ a7. Document executed by all Shareholder(s)/Borrower(s)? [33M]

Blumberg Standard Form Recognition Agreement [332]

- _____ b1. Original document and a photocopy submitted? [33A/33B, 33W]
- _____ b2. Item #1 - Cooperative Corporation's name and address specified? [33I/33J]
- _____ b3. Item #2 - Borrower(s)/Shareholder(s) names accurately stated? [33E]
- _____ b4. Item #4 - Lender's name and address specified? [33C]

- _____ b5. Item #5 - Managing Agent's name and address specified? [33G/33H]
- _____ b6. Item #6 - Number of shares completed and accurate? [33S]
- _____ b7. Item #7 - Apartment number and address of building specified? [33T/33U]
- _____ b8. Item #8 - Loan amount accurate? [33F]
- _____ b9. Item #10 - Date of agreement is same as the closing date? [33D]
- _____ b10. Document executed by authorized officer of the Cooperative Corporation? [33P/33Q]
- _____ b11. Document executed by authorized officer of the Lender? [33K/33L]
- _____ b12. Document executed by all Shareholder(s)/Borrower(s)? [33M]

XVI. Reaffirmed Recapture Notification and Mortgagor's Affidavit (Form 211/4-99 or 1-07, as applicable) [50/51]

- _____ a. Original completed document and a photocopy submitted in file? [51A]
- _____ b. Part IV - Income Eligibility
- _____ b1. Total monthly and annualized gross income earned is specified in section entitled "At Title Closing?" [51F/51G]
- _____ b2. Income is within appropriate SONYMA limits? [51D/51E]
- _____ c. Reaffirmation at title closing section is complete and executed by all mortgagors and guarantors? [51B/51C]
- _____ d. Document is not reaffirmed by a power of attorney? [51L/51M]

XVII. Lien Search of the Apartment (pertinent to Section 2.710(e) of Seller's Guide) [36]

- _____ a. Document and a photocopy submitted with file? [36A]
- _____ b. Search runs to Cooperative Corp., Seller(s) and Borrower(s)? [36C/36D/36E]
- _____ c. Search done within sixty (60) days prior to the closing of loan? [36F/36G]

XVIII. Original No Lien Affidavit (SONYMA Coop Exhibit 7/4-99) [37]

- _____ a. Original document and a photocopy submitted? [37A/37B]
- _____ b. Borrower(s) name(s) accurate? [37D]
- _____ c. Lender's name specified? [37E]
- _____ d. Loan amount accurate? [37F]
- _____ e. Document executed by borrower(s)? [37G]
- _____ f. Notary Public's proper execution and stamp affixed? [37H, 37I]

XIX. Hazard and Flood Insurance Certificate (Form 216/1-05) [20]

- _____ a. Original completed document submitted in file? [20A/20B]
- _____ b. SONYMA Loan Number correctly stated?
- _____ c. Title closing date correctly stated? [20D]
- _____ d. Borrower's name specified? [20E]
- _____ e. Property address correctly stated? [20F]
- _____ f. Bank's representative signature and title affixed? [20G/20H]

XX. Uniform Settlement Statement (HUD-1) [19]

- _____ a. Document submitted in file? [19A/19B]
- _____ b. Borrower's name specified? [19D]
- _____ c. Property address correctly stated? [19E]
- _____ d. Purchase price correctly stated and within SONYMA's purchase price limits? [19I/19J]
- _____ e. Loan amount specified? [19F]
- _____ f. Correct points and equivalent monies specified? [19G/19H]
- _____ g. Secondary financing grant/subsidies stated and equal to the amount on the secondary mortgage/note? [19M/19N]
- _____ h. Appropriate escrows for taxes, insurance, etc. have been collected? [19Q/19R]
- _____ i. Document executed by borrower(s) and seller(s)? [19S]
- _____ j. If applicable, is Closing Cost Assistance Loan amount approved by SONYMA immediately prior to loan closing reflected? [19T]

XXI. Loan Funding Certification (Form 229/6-91) [41]

- _____ a. Original document and a photocopy submitted with file? [41K/41L]
- _____ b. Lender's name, SONYMA loan number, borrower, property address and loan closing date accurately stated? [41A/41B]
- _____ c. Is either 1, 2, or 3 checked off as required? [41C/41D]
- _____ d. If 2 is checked, did Lender previously provide SONYMA with a Certificate as to Unsecured Credit Agreement (see Seller's Guide)? [41E/41F]
- _____ e. If 3 is checked, are the Warehousing Bank, the Purchase Price (loan amount), and the wire transfer instructions accurately stated? (**Note:** If the wire transfer instructions

differ from those previously received by SONYMA from the Lender, SONYMA will not purchase the Mortgage Loan until notified of the change in writing by the Lender.) [41G/41H/41I/41J]

- _____ f. Is the document executed by an authorized officer of your institution and if 3 is checked by an officer of the warehousing bank? [41M/41N/41O]

XXII. Copy of Mortgage Loan Eligibility Form (Form 212) executed by SONYMA and documentation to satisfy conditions of approval [64/65]

- _____ a. Photocopy of Form 212 executed by SONYMA at time of application approval submitted? [65A/65B]
- _____ b. If any conditions were listed on Form 212, is documentation evidencing conditions were satisfied attached to Form 212 and included in file? [65C/65D/65E]

Current versions of all SONYMA documents may be downloaded from our website (www.nyhomes.org/home/index.asp?page=110).

Certification

I, the undersigned authorized signatory, hereby certify that the above items, when checked at the appropriate places, are accurate and complete in form and substance and constitute the closed document loan file for the above referenced loan.

Date

Authorized Signature

Telephone Number

Printed Name

E-mail Address

Title



State of New York Mortgage Agency

RESERVATION CANCELLATION FORM
(Fax completed form to 212-872-0406)

Participating Lender: _____ Date: _____

Contact Name: _____ Tel. #: _____ Fax #: _____

Please fill in Borrower's Name, SONYMA Loan Number and Cancellation Code(s). (See below for code. Please fill in as many codes as are applicable to each cancellation.)

<u>Borrower's Name</u>	<u>SONYMA Loan No.</u>	<u>Cancellation Code(s)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

<u>Explanation</u>	<u>Code</u>	<u>Explanation</u>	<u>Code</u>
IRS COMPLIANCE REQUIREMENTS		D. <u>EMPLOYMENT STATUS</u>	
A. Does not meet first-time homebuyer requirement.....	A1	Unable to verify employment.....	J1
Exceeds income limit.....	A2	Length of employment.....	J2
Exceeds purchase price limit.....	A3	Temporary or irregular employment..	J3
Property type not eligible for financing	A4	E. <u>INCOME</u>	
Property not located in a target area	A5	Insufficient income.....	K1
Other _____	A6	Unable to verify income.....	K2
UNDERWRITING REQUIREMENTS		F. <u>RESIDENCY</u>	
B. <u>PROJECTS</u>		Temporary residence.....	L1
Project presale requirement not met...	B1	Too short a period of residence.....	L2
Investor concentration requirement not met	B2	Unable to verify residence.....	L3
Other _____	B3	G. <u>DOWNPAYMENT</u>	
C. <u>CREDIT</u>		Unable to verify source of downpayment	M1
No credit reference.....	I1	Insufficient downpayment or funds for closing.....	M2
Insufficient credit.....	I2	Gift from unacceptable donor.....	M3
Unable to verify credit.....	I3	Other _____	M4
Garnishment, attachment for foreclosure, repossession or suit...	I4	H. <u>OTHER UNDERWRITING REASONS</u>	
Excessive obligations.....	I5	Credit application incomplete.....	N1
Delinquent credit obligations.....	I6	Insufficient collateral/structural issues...	N2
Bankruptcy.....	I7	Other _____	N3
		Seller withdrew.....	N4

Authorized Signature