SC HOUSING HOMEBUYER PROGRAM (BOND)

SF-020 BOND Loan Delivery for Purchase to SC Housing | DPA + Core Delivery Requirements

LESS CONDITIONS = FOLLOW THE CHECKLIST.
SC Housing does not accept electronic closings.

DPA & INITIAL DELIVERY

- **SF-020 Whole Loan Delivery Checklist -** Provide post-closing contact information. If no contact is provided, SC Housing is not responsible for missed communication.
- **Original Warranty Deed -** Typed names must match the Note, Mortgage and Title Commitment. An affidavit is necessary on all deed submissions. **Only persons listed on the loan may appear on the deed.**
- **DPA Original Note / Allonge / Endorsement + DPA Mortgage -** Include MIN#. Typed name(s) must match the Warranty Deed. Only persons on the loan are allowed on security documents.
- **DPA TRID Final Closing Disclosure -** Proposed escrow section must match the 1st CD proposed escrow. DPA CD will state **No** to escrow.
- **DPA Award Letter & Acknowledgment (FHA only) + Recapture Notice -** Provided with COE (4 pages). **Wet signed.**
- **SF-033 Borrower Closing Affidavit - Wet signed - no exception.**

1ST MORTGAGE - START HERE

- **1st Mortgage Payment History -** Must reflect all payments and include principal reductions and MI premiums paid. **Wet signed and dated by borrower(s).** Required for any file to be purchased, regardless of first payment date.
- **Payment Letter -** Must reflect the borrower's actual mortgage payment (PITIA) and be wet signed.
- **MI Certificate -** Conventional loans only.
- **COE Documents - Do not upload the COE package.** Upload conditions only (IA).

SC HOUSING HOMEBUYER PROGRAM (BOND)

SF-020 BOND Loan Delivery for Purchase to SC Housing | 1st Mortgage Documents

ORIGINAL NOTE, SECURITY DOCUMENTS & CLOSING PACKAGE

- **Original 1st Note -** Endorsed to SC Housing or with attached allonge. Typed names must match Warranty Deed. Endorse to **SOUTH CAROLINA STATE HOUSING FINANCE AND DEVELOPMENT AUTHORITY.**
- **Signature / Name Affidavit -** Include in the delivery package.
- **Recorded Specific POA -** Required for borrower when applicable.
- **Copy of Mortgage -** Include riders, MIN# and legal description (PUD, Condo, Tax Exempt, VA Loan Assumption Rider, USDA, as applicable). Typed names must match Warranty Deed.
- **Mortgage Corrections - Changes must be re-recorded at the courthouse and re-uploaded.** Correction affidavits are not accepted except case-by-case management exception.
- **Final TRID Closing Disclosure - Wet signed and dated.** Verify closing date, sales price, mortgage amount, and all borrower costs/credits. If taxes are paid, title must list the year being paid.
- **Final TRID Seller CD or ALTA Settlement Statement - Signed by seller and dated.**
- **Initial Escrow Account Disclosure -** Calculations must match escrows and CD. **Wet signed.**

PROPERTY TAX CERTIFICATION

County & City taxes: Title must provide a typed or written certification stating the last amount and last paid date. **All files must have current taxes to be purchased.**

New construction: Title may provide a statement (email acceptable) that the year's taxes will be paid in the parent parcel by the builder.

If taxes are shown paid on the Final TRID CD: Be sure the year is posted or a receipt will be required.

SC HOUSING HOMEBUYER PROGRAM (BOND)

SF-020 BOND Loan Delivery for Purchase to SC Housing | Insurance, Final Agency Documents & Timing

INSURANCE & FLOOD

- **Hazard Insurance Binder -** 1 year's paid premium. Condo: Master Policy for H03. Cannot be dated more than 20 days prior to closing. Binder must list wind/hail coverage, deductible no more than 5%, and face value sufficient to cover loan amount less land value listed on appraisal (IA).
- **Flood Hazard Determination + Flood Zone Disclosure -** Required whether in or out of a flood zone. **Page 2 must be signed.**
- **Flood Insurance Policy -** Include when applicable.

FINAL DOCUMENTS & AGENCY-SPECIFIC ITEMS

- **IRS W-9 + 4506-C or 8821 - Must be wet signed.**
- **Final Loan Application (1003) -** Wet signed by borrower.
- **HUD 92900-A Addendum to URLA -** Final pages 1-4. Borrower wet signature required; UW may be electronic or lender-system generated.
- **Repair / Final Inspection -** Include color photos and HUD 92051 Compliance Inspection Report if applicable. **Do not upload appraisal.**
- **CL-100 Termite Letter / NPMA 99A & B -** Dated within 45 days of closing or after. Include documentation supporting repairs, if applicable. Borrower name and FHA/VA case number should be added when applicable.
- **Attorney / Hazard Preference Statement -** Completed and signed by borrower; electronic signature acceptable.
- **Title Commitment or Short Form Title Policy -** Include 8.1 & 9 and all other applicable endorsements. 2B must cover loan amount.
- **USDA -** Final Loan Note Guarantee - Final 3555-18.
- **Verbal VOE - Within 10 calendar days prior to or after closing.**

FINAL REVIEW TIP

Before submission, confirm names match across the deed, notes, mortgage and title documents; required wet signatures are present; taxes and insurance are current; and only requested COE conditions are uploaded.