

Loan Delivery Checklist – Non- Delegated – Closed Loan	
Required Documents for All Files	
<ul style="list-style-type: none"> • Closing Disclosure with proof of borrower receipt 3 days prior to closing and Final CD • Loan Estimate and any re-issued LE along with all Change of Circumstance Forms • All Applicable Disclosures • Amortization Schedule • Right of Rescission Notice • First Payment letter • Copy of Note endorsed to PHH Mortgage Corporation by a Corporate Officer or authorized person per Corporate Resolution on file with typed name and title, with all Addendums/Schedules • 4506C signed at closing, personal and for all businesses • Final URLA signed by all borrowers at closing • Final AUS findings matching terms of approval letter <p>FHA Documents:</p> <ul style="list-style-type: none"> • Evidence FHA UFMIP paid • Final HUD Addendum to the URLA, signed by all borrowers <p>VA Documents:</p> <ul style="list-style-type: none"> • Evidence the VA Funding Fee is paid • Final 26-1802A signed by all borrowers • Report and Certification of Loan Disbursement (VA Form 26-1820) signed and dated by client and borrowers • Evidence NOV was sent to the borrower • Lender’s certification loan is current 	<ul style="list-style-type: none"> • Original Note and Bailee Letter/Wiring Instructions shipped to: Computer Share ATTN: PHH Team 275 Commerce Drive, Ste. 120 Fort Washington, PA 19034 • Title Binder/Preliminary Title Report with any ALTA attachments • Survey or Plat Map (as applicable) • Flood Insurance Application and one-year paid receipt or Flood Insurance Policy, if applicable • Copy of Mortgage or Deed of Trust marked as a Certified True Copy (CTC) with all applicable Riders attached • Power of Attorney (if applicable) with property address • MIN Number registered with MERS • Interim/Corporate Assignments (if applicable) assigned to MERS, signed and notarized, must reference legal description, must carry notary stamp or seal • Payment history if payments has been made • Trust Documentation (if applicable) • Subordination Agreement (if applicable) • Initial Escrow Account Statement, if impounds required • Escrow Waiver Letter (if applicable) • Property Tax Information Sheet – proof of payment if taxes are due within 60 days following Note date • Any other applicable documents for the specific loan