

SUBMISSION VOUCHER DETAILS

****ALL PROGRAMS****

ALTA Settlement Statements	As prepared by the title company; including borrower, seller and settlement agent's signature, IF AVAILABLE. There can be NO CASH BACK to the borrower.
Appraisal Report	The Uniform Residential Appraisal Report and all attached addendums (form 1004, 1004C or 1073). Land limitations and possible rental situations are checked through the appraisal. If multiple lots or parcels are included in the transaction , appraisers should be requested to clarify whether any lot or parcel could be severed and sold separately from the property supporting the residence and appurtenances. a.) In cases of new construction, the 35% rule must be reviewed as it pertains to individual or community water/septic systems. Site Value is divided by the appraised value to obtain the 'loan to value'. If over 35%, provide proof that said systems do not have any violations. b.) Any property that is "subject to completion. . ." or "subject to repair . . ." must have an Appraisal Update and/or Completion Report signed by the appraiser.
Assignment of Deed of Trust	For loans assigned to MBOH, a copy of the recorded Assignment of Deed of Trust is required to fund the loan. The Assignment has to clearly recite the loan recording information, and be properly signed and notarized. If MBOH is servicing the loan, the original Assignment of Deed of Trust or an original Clerk & Recorder's copy is required as a "to follow" document delivered to MBOH within 90 days from the purchase date.
Assignment of Score Advantage Trust Indenture	For loans assigned to MBOH, a copy of the recorded Assignment of Deed of Trust is required to fund the loan. The Assignment has to clearly recite the loan recording information, and be properly signed and notarized. If MBOH is servicing the loan, the original Assignment of Deed of Trust or an original Clerk & Recorder's copy is required as a "to follow" document delivered to MBOH within 90 days from the purchase date.
Closing Disclosure	Final H-25(B) Closing Disclosure, properly completed, is required (both buyer and seller side of the transaction.) The Closing Disclosure is used to check figures relating to the loan calculations. These figures include the amount of: title insurance, mortgage/guarantee fees, loan origination fees/costs, hazard insurance and acquisition costs. The Disclosure is also used to help determine if RD loans have the required \$500 or \$1,500 investment by the borrower. Both the borrower & seller sides of the transaction are needed except in the case of a rollover of a construction loan. There can be NO CASH BACK to the borrower.
Completion of Repair Letter	Any property that is "subject to completion. . ." or "subject to repair . . ." must have an Appraisal Update and/or Completion Report signed by the appraiser.

Deed of Trust	<p>A copy of the recorded Deed of Trust (DOT) is required to fund. The DOT must include the MBOH Uniform Rider, in addition to all other applicable riders such as the VA Rider, MERS Rider, PUD Rider, etc. The DOT should clearly note which riders are attached under the 'Riders' section. Please verify proper names, loan amount, legal description, property address, signatures and notary acknowledgement. The copy <u>must clearly show recording information</u> from the County Clerk and Recorder. Documents certified by title companies are not accepted without recording data on the face of the document.</p> <p>a.) For loans serviced by Montana Board of Housing, the original DOT must be forwarded to MBOH offices within 90 days of funding.</p> <p>b.) Lenders who service loans on behalf of Montana Board of Housing retain the original recorded document.</p>
Early Delinquency Counseling form	<p>The Early Delinquency Counseling form is required to be signed by all borrower(s) for all loans sold to MBOH.</p>
Execute Buy/Sell Agreement	<p>A complete copy of the fully executed Buy-Sell Agreement, containing signatures and initials on all appropriate pages. Include any counter offers and/or addendums. The agreement must show:</p> <p>a.) Correct property address</p> <p>b.) Purchase price and terms of sale are clearly defined</p> <p>c.) Legal description. <u>If multiple lots or parcels are included in the transaction</u>, lenders are required to provide proof the house/structures encumber all lots, or that no parcel can be sold separately from the property supporting the residence.</p> <p>d.) Personal property (if any), is listed, and given a value in the transaction. If substantial personal property is present (hot tub, storage shed), supply the <i>Personal Property Statement</i> provided by MBOH signed by buyer(s)</p>
Federal Tax Returns	<p>If property is located in a <i>Non-targeted</i> area, copies of Federal Tax Returns for the immediate previous three years are required to prove no prior homeownership. Tax returns must be signed. State tax returns are NOT required. For purposes of determining which tax returns are required, the three years are established by closing date. For example: A loan closing on February 1, 2016, would require 2013, 2014 and 2015 tax returns be supplied. The 2015 tax return can be a 'final document', provided by April 15 in year of loan closing. Full instructions for this requirement are located on the Mortgagor's Affidavit (Item #9). If federal tax returns are not available, MBOH will accept IRS transcripts (<u>unsigned</u>) in lieu of the federal tax returns. For properties in "Targeted" areas, tax returns/transcripts are not required.</p>
FHA Required Notice to Buyers	<p>In the case of an FHA loan, a copy of the FHA Disclosure to Buyer, signed by borrower(s) must be provided</p>
First Payment Letter	<p>First Payment letter showing borrower name, property address, first payment due date, and a break down of the escrow amount. Must name MBOH as the recipient of payments if MBOH is servicing. NO INTERIM SERVICING.</p>
Flood Insurance Binder/Decs page	<p>Evidence of Flood Insurance is required if property is located in a special flood area or FEMA Zone A or V as evidenced by a Flood Certificate and on the appraisal under the "site" section. Deductible is not allowed to exceed \$1,500 or 1% of dwelling coverage (borrower choice). MBOH must be named as <i>First Mortgagee</i> on the binder. If not already named, lender must include a copy of the <i>Request for Change of Mortgage Clause</i> in the submission package.</p>
Flood Insurance Certificate	<p>Provide a copy of the Flood Certificate identifying the accurate zone of the subject property. The certificate must be "life of loan".</p>

Hazard Insurance Binder/Decs page	Evidence of Hazard insurance is required to purchase the loan. Provide copy of the binder showing adequate coverage to rebuild or replace with at least 120% extended replacement coverage. With this verbiage included in the binder, we deduct land value from the loan amount to verify replacement cost. All-peril deductibles are not allowed to exceed \$1,500 or 1% of the dwelling coverage (borrower choice). MBOH must be named as <i>First Mortgagee</i> on the binder. If not already named, lender must include a copy of the <i>Request for Change of Mortgage Clause</i> in the submission package.
Hello Letter	Copy of lender's letter to borrower(s)
HUD Form 92900 A - Final Addendum	Completely filled in and signed by borrower(s) and lender
Income Verification	<p>Include information for all household members 18 years and older. Acceptable verification of income includes:</p> <p>a.) Current written VOE from employer (MBOH does not accept verbal verifications of income)</p> <p>b.) Self-employed borrowers must provide Profit & Loss statements and/or two years federal tax returns (signed copies)</p> <p>c.) Proof of child support, current benefit letters from Social Security, Veteran's Administration, or Pension income, as appropriate to the source.</p> <p>d.) Household members, 18 yrs and over, not financially contributing to household income need to provide a signed statement of no income.</p> <p>NOTE: Income Determination Guide contains complete information, requirements and formulas to calculate income.</p>
Legally Enforceable Obligation and Award Letter	For FHA loans with MBOH down payment assistance such as Score Advantage or MBOH Plus 0% Deferred ONLY: Upon reservation, MBOH will generate and upload to Lender Online an Obligation Letter to be signed by the borrower(s) at closing.
Final Loan Application (1003 URLA)	A copy of the final loan application must be included in the purchase package.
Mailing Address Certification	The Mailing Address Certification should show the borrower(s) correct mailing address and be signed by all borrower(s).
MBOH Plus 0% Note	The original NOTE must be sent to MBOH before purchase can take place. It must contain signatures of each borrower, co-borrower and/or co-signer and endorsed by the Lender to <i>Montana Board of Housing, without recourse</i> . NO Interim Servicing for loans serviced by MBOH! For loans serviced by the originator: if payments have been made, Lenders are required to include a loan history, breaking out principal, interest and escrow while showing the principal balance after each payment.
MBOH Plus 0% Subordinate Deed of Trust	A copy of the recorded MBOH Plus 0% Subordinate Deed of Trust is required for funding with original to follow within 90 days only if MBOH is servicing.
MBOH Uniform Rider	Must be referenced under the "riders" section, attached to and recorded consecutively with the Deed of Trust for all first mortgages.
MERS Online Min Summary	Participating MERS Lenders are required to provide a copy of the MERS Online Min Summary. The Summary must show the loan transferred to the Montana Board of Housing as the "Investor" and "Servicer" as applicable.
Mortgage Insurance Certificate	RD Loan Note Guarantee, Form 3555-17E (Rev 12-2014) is REQUIRED for loan purchase . Must be completed to identify the loan, including the SFH Guarantee Annual Fee Amortization Schedule. The FHA Mortgage Insurance Certificate, VA Loan Guarantee Certificate and the HUD-184 Certificate can be "to follow" documents delivered to MBOH within 90 days from the purchase date.
Mortgage Loan Estimate	Final H-24(B), properly completed, is required

Mortgage Record Change	For FHA and RD loans only: Proof that the loan has been transferred to MBOH as the Holder/Investor and Servicer, as applicable. For FHA, remit the Form HUD 92080 from FHA Connection. For RD loans, remit the RD Form 3555-18E with MBOH information in the Holder/Servicer boxes or RD LINC GLS Loan View. MBOH's Tax ID is: 81-0428319.
Mortgage Title Insurance Policy	The complete Mortgagee Title Insurance policy must be received within 90 days of funding. The policy must name Montana Board of Housing as the "Insured" (or MERS, as Nominee for the originating lender). The policy must insure coverage in the full loan amount of the mortgage loan, show the property address and correct borrower names. All policies must provide extended coverage and all applicable endorsements (9-06 or 9.3, 22-06 or 22.2-06 and 8.1-06 or 8.1 and the 7-06 or 7.1-06). a.) Loans on Manufactured homes require Endorsement 7 or 7.1 and MV72 Statement of Intent to Declare a Manufactured Home as Improvement to Real Property. <u>The MV72 is required to purchase.</u> b.) Loans on Leasehold estates require a copy of the recorded Lease. c.) Loans under HUD-184 program on trust land require the updated Title Status Report be provided within 90 days of funding. d.) If final policy not available at time of funding, a copy of the Title Commitment must be provided with the submission package, committing all above required coverage amounts and endorsements.
Mortgagor's Affidavit	The Mortgagor's Affidavit must be completed, signed by borrower(s) and lender, and notarized. Check for correct interest rate, mortgagor(s) name, property address, legal description and if the property is located in a 'targeted' or 'non-targeted' area. Complete all fields to reflect true and accurate statements of the transaction: a.) #6 for household income and family size. ANNUAL Income reported in this section must be calculated according to the Income Determination Guide (usually does not match income calculations for underwriting) b.) #8 for previous ownership (select either 'a' or 'b') c.) #9 whether property is or is not located in a targeted area; d.) #10 for acquisition cost (Purchase price, plus any needed repairs) e.) #15 whether the Buyer is or is not an MBOH employee or related to an MBOH employee
Mortgagor's Notice of Potential Benefits (Exh F)	For MCC's ONLY: Signed and dated by borrower & co-borrower, as applicable
MV72	Statement of Intent to Declare a Manufactured Home as Improvement to Real Property is required to show de-titling by secured party. Must show two recording stamps by the Clerk and Recorder.
Note	The original NOTE must be sent to MBOH prior to the purchase. It must contain signatures of each borrower, co-borrower and/or co-signer and endorsed to <i>Montana Board of Housing, without recourse</i> . For loans serviced by MBOH: NO Interim Servicing! For loans serviced by the originator: if payments have been made prior to the purchase, Lenders must provide a complete loan history breaking out the payments into principal, interest and escrow amounts.
Notice of Reservation Refund Fee Guideline (Exh D)	For MCC's ONLY: Signed and dated by borrower, co-borrower and lender, as applicable
Notice of Transfer of Servicing Rights	Showing transfer of servicing to: Montana Board of Housing PO Box 200550 Helena MT 59620-0550

Notice to Mortgagor of Maximum Recapture Tax and Method to Compute Recapture Tax on Sale of Home	A completed, signed copy of the <i>Notice to Mortgagor of Maximum Recapture Tax and Method to Compute Recapture Tax on Sale of Home</i> form is required in the purchase package. Check for mortgagor(s) name, correct address, loan closing date (Item #1), and loan amount at closing (Item #2). Items #3i and #3ii are the current MBOH Maximum Income Limits found on the website. Under the table section, the recapture figures must be completed. These figures increase by .05 each year. MBOH provides an auto-fill document on the website which will populate the entire table, and Item B on page 2.
Payment for Escrows	Must be mailed to MBOH with the original Note
Payment for Tax Service Fee	The Tax Service Fee in the amount of \$65.00 must be mailed to MBOH as a separate check. It cannot be combined with escrow funds.
Personal Property Statement	If substantial personal property is present (hot tub, storage shed), needs to be signed by the borrower(s) and presented with buy/sell agreement.
Photograph	Photos of the property contained in the Appraisal satisfy this requirement.
Property Tax	Proof of current property tax information
Recapture Notice	A copy of the Recapture Notice which was presented and signed at the time of the initial application.
Release of Financial Information	Release of Financial Information form accurately naming the sponsoring agency (the down payment provider). This document must be signed by the borrower(s)
Score Advantage Note	The original NOTE must be sent to MBOH prior to purchase. It must contain signatures of each borrower, co-borrower and/or co-signer and endorsed by the Lender to Montana Board of Housing, without recourse. For loans serviced by MBOH: NO Interim Servicing! For loans serviced by the originator: if payments are made prior to purchase, Lenders must prove a complete loan history, breaking out the payments into principal, interest and escrow amounts.
Score Advantage Trust Indenture	Copy of recorded Score Advantage Trust Indenture required for funding with original to follow within 90 days only if MBOH is servicing.
Seller's Affidavit	The Seller's Affidavit must be completed, signed by seller(s) and properly notarized. Complete all fields to reflect true and accurate statements of the transaction: a.) #1 definition of seller (select one option ---- a, b, c or d) b.) #7 for the Acquisition Cost (usually matches Mortgagor's Affidavit, unless repairs are made by purchaser under 203K or similar program); and c.) #9 whether seller is or is not an employee or related to an employee
Sponsor Letter	Approval letter from the Sponsoring agency offering assistance to the borrower.
Title Commitment	Must insure coverage in full amount of mortgage loan, show property address and correct borrower names. Proof of extended coverage by listing endorsements borrower is paying for (9-06 or 9.3, 22-06 or 22.2-06 and 8.1-06 or 8.1 and the 7-06 or 7.1-06).
VA Disclosure Statement	All VA Guaranteed loans must have this disclosure signed by the veteran.
VA form 26-1802a	Completely filled in and signed by borrower(s) and lender