

Purchase Package Checklist

(Use for Georgia Dream First and Georgia Dream Second Mortgage)

Upload Package to EDOCS in Purchase Package Loan file

Don't forget to click SUBMIT

MAIL NOTES TO:
 LOAN FUNDING DEPT.
 GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
 60 EXECUTIVE PARK SOUTH, N.E.
 ATLANTA, GEORGIA 30329-2231

☐	1.	Signed "Loan Funding Profile", (Form SF-30)
☐	2.	Any documents required to clear conditions in the Underwriting Approval letter for the First and Second Mortgage Loans.
☐	3.	Copy of Escrow Check
☐	4.	Executed Note endorsed to "Georgia Housing and Finance Authority", signed by Authorized Officer and Lender. Mail original to our office
☐	5.	Executed " Georgia Dream Second Mortgage Note ", (Form SF-82) endorsed to " Georgia Housing and Finance Authority ", signed by Authorized Officer and Lender Mail original to our office.
☐	6.	Closing Disclosure
☐	7.	If FHA Loan: "Direct Endorsement Approval for a HUD/FHA-Insured Mortgage": FHA form 92900a (page 4) signed by borrower and lender
☐	8.	If VA Loan: "Certificate of Commitment for VA Home Loan Guaranty, "VA Form 26-1866a or VA Loan Analysis, VA Form 26-6393
☐	9.	Signed Security Deed with "Waiver of Borrower's Rights and Closing Attorney's Affidavit", PUD or Condo Rider, if applicable (MORTGAGE MAY NOT BE REGISTERED WITH MERS and MERS DOCUMENTS MAY NOT BE USED)
☐	10.	" Tax-Exempt Financing Rider," (Form SF-40) for all loans.
☐	11.	"Transfer and Assignment" (Form SF-44), transferring the mortgage to GHFA Signed by an Officer designated to act on behalf of the Corporation and any required Corporate seals.
☐	12.	Title Insurance Binder/Commitment or Short Form Policy for first mortgage. Add FHA language, lender name and or the Secretary of Housing and Urban Development ISAOA/ATIMA
☐	13.	"Mortgagor's Closing Affidavit" (Form SF-46)
☐	14.	"Notice to Purchaser of Potential Recapture Tax on Sale of Home", (Form SF-50) Second Mortgage Amount should be \$0.00 if using HHF DPA Funds
☐	15.	Clear termite letter with attachments, if applicable
☐	16.	HO6 Policy for condos.

☐	17.	Survey, if applicable.
☐	18.	203K Final Inspection signed by Appraiser and Underwriter Final Release Notice 203(k) Draw Request 9746A and interim draws, if needed Mortgage Letter of Completion Rehabilitation Loan Rider FHA connection 203(k) escrow close out screen print reflecting any principal reduction Maximum Base Loan Amount Worksheet w/ HUD Required Repairs FHA Section 220(d) (3) (A) – Urban Renewal FHA Section 234(c)- Condominiums

Georgia Dream Second Mortgage Documents (if applicable)

☐	1.	Closing Disclosure for the Second Mortgage, if applicable
☐	2.	Signed “ Georgia Dream Second Mortgage Subordinate Security Deed ”, (Form SF-84)
☐	3.	“Transfer & Assignment” , (Form SF-44) transferring the Second Mortgage to GHFA (MORTGAGE MAY NOT BE REGISTERED WITH MERS)