

ORDER OF LOAN FILE FOR SUBMISSION  
Residential Loan Program

ASSUMPTION CHECKLIST

**SEND ONLY ITEMS LISTED**

- [ ] Program Loan Transmittal SFMP 10 (orig.) (3/08)
- [ ] Order of Loan File for Submission SFMP 26D (4/09)
- [ ] Original Substitution of Liability Agreement, SFMP 104 (03/2000)
  - Amount to be assumed filled in in Section 1
  - Signed by Oregon Housing and Community Services Department
  - Signed by Borrower(s)
  - Signed by Seller(s)
  - Notarized
  - Recorded
- [ ] Copy of Recorded Warranty Deed
- [ ] Representations and Warranties And Certifications of Hazard Insurance Cert. SFMP 11 (orig.) (8/06)
  - Signed by lender
  - Address correct
- [ ] Mortgage Insurance Endorsement/Mortgage Record Change (HUD 92080)
  - Conventional Loans - Loan Sale Notice needed
  - Approved with Release of Liability
  - Signed by Lender
  - Address Correct
- [ ] Acquisition Cost Cert. SFMP 12 (orig.) (02/97)  
(on loans made from bond proceeds after 9/15/82)
  - Signed by Seller(s) & Buyer(s)
  - Amount same on HUD-1
- [ ] Loan Application
  - Typed, signed & dated by Borrower(s) and Lender
- [ ] Addendum to Loan Application SFMP 7 (orig.) (03/2000)
  - Signed by Borrower(s), Notarized
- [ ] Recapture SFMP 25 (orig.) (4/09)
  - Calculations entered
  - Signed by Borrower(s)
- [ ] Copy of Recorded Second Deed of Trust and Note (if applicable)
- [ ] Supporting Documentation
  - Credit Report
  - Written Verification(s) of Employment
  - Other income verifications
  - Federal Income Tax Returns & appropriate schedules
  - Statement of Income Tax Filing SFMP 27(orig.) (2/97)
  - W-2 Form(s)
  - Divorce Decree
  - Alimony/Child Support Income Verified
  - Closing Statement of Previous Home
- [ ] Final HUD-1 Closing Statement on Program Loan