

ORDER OF LOAN FILE FOR SUBMISSION
Residential Loan Program

ASSUMPTION CHECKLIST

SEND ONLY ITEMS LISTED

- [] Program Loan Transmittal SFMP 10 (orig.) (12/05)
- [] Order of Loan File for Submission SFMP 26D (3/08)
- [] 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.) (12/05)
 - 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.) (3/08)
 - 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