



NDC2/NDC3 CORRESPONDENT LOAN DELIVERY TRANSMITTAL CLOSING PACKAGE CHECKLIST

LOAN IDENTIFICATION AND LENDER CONTACT INFORMATION

First Colony Wholesale Loan #: _____ Borrower Name: _____

NDC2/NDC3 Correspondent: _____

Contact Person: _____ Phone: _____

Contact Email: _____

CLOSED LOAN PACKAGE: Go to Funding tab, click on UPLOAD button, then click SELECT CONDITION button or DRAG/DROP FILE, then click SUBMIT CONDITIONS to upload Closed Loan Package.

- ____ First Colony Wholesale NDC2/NDC3 Correspondent Loan Delivery Transmittal***
- ____ Copy of Original Note and Allonge to Note (if applicable)*
- ____ Bailee Letter or Wire Instructions*
- ____ Security Instrument & all applicable Riders (certified copy)
- ____ Power of Attorney (certified copy) if applicable
- ____ MIN Registration Confirmation
- ____ Proof of payment of upfront MIP, VAFF (DO NOT remit Upfront PMI or RD fee; provide finance Authorization results on FHA to FHA refinances)
- ____ Closing Instructions**
- ____ Initial CD(s) and evidence of delivery to borrower(s)
- ____ Final CD executed at closing and any PCCD's as applicable
- ____ Initial Escrow Account Disclosure
- ____ Fully executed final URLA/1003 and Demographic Addendum
- ____ Fully executed 92900a for FHA loans
- ____ Escrow Waiver Agreement (if applicable)
- ____ Life of Loan Flood Cert
- ____ Right of Rescission notice (if applicable)
- ____ Homeowners Policy or Dec page
- ____ Flood Policy or Application with paid receipt (if applicable)
- ____ 4506-C forms with all sections complete and years noted
- ____ Tax Information Sheet completed in its entirety

- ____ Name/ Signature Affidavit
- ____ IRS form W-9
- ____ Quality Control Authorization
- ____ Payment Letter
- ____ Occupancy Affidavit
- ____ Mailing Address Cert
- ____ Employment & Credit Affidavit
- ____ Revision/Compliance Agreement Property
- ____ Condition Disclaimer (FHA/VA)
- ____ Warranty Deed (All Purchase Transactions)
- ____ Copy of Seller's POA (if applicable)
- ____ Termite Inspection/Soil Treatment (if applicable)
- ____ Septic Inspection (if applicable)
- ____ Real Estate Cert/Amendatory Clause (if applicable)
- ____ HUD 92561 Hotel & Transient (FHA2-4 unit property)
- ____ PMI disclosure/Amortization Schedule (if applicable)
- ____ New Construction Documents (if applicable)
- ____ Patriot Act Customer Identification Verification
- ____ Other Loan Specific Docs (VA/FHA/RD if applicable)
- ____ Applicable State Disclosures/Documents
- ____ Certification for Individual Unit Financing (FHA & RD)
- ____ Fannie and Freddie UCD Reports for submission of final CD (Conventional loans only) (To be transferred to First Colony Mortgage upon loan purchase)

Original Note, Allonge (if applicable), warehouse banks POA (if applicable) and Bailee Letter or Wire Instructions must be delivered to First Colony Wholesale via overnight mail

** Include Fee Details Form and Discount Points Form

*** This Transmittal Form does not and is not intended to provide a complete list of the data that may be required to properly document a particular loan file.



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