



# NDC2/NDC3 CORRESPONDENT LOAN DELIVERY TRANSMITTAL

## CLOSING PACKAGE CHECKLIST

### LOAN IDENTIFICATION AND LENDER CONTACT INFORMATION

FCM TPO 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/DROPPFILE, then click SUBMIT CONDITIONS to upload Closed Loan Package.

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|---|--|
| <input type="checkbox"/> FCM TPO NDC2/NDC3 Corespondant Loan Delivery Transmittal***  | <input type="checkbox"/> Name/Signature Affidavit  |
| <input type="checkbox"/> Copy of Original Note and Allonge to Note (if applicable)*   | <input type="checkbox"/> IRS form W-9  |
| <input type="checkbox"/> Bailee Letter or Wire Instructions*  | <input type="checkbox"/> Quality Control Authorization   |
| <input type="checkbox"/> Security Instrument & all applicable Riders (certified copy)   | <input type="checkbox"/> Payment Letter  |
| <input type="checkbox"/> Power of Attorney (certified copy) if applicable   | <input type="checkbox"/> Occupancy Affidavit   |
| <input type="checkbox"/> MIN Registration Confirmation  | <input type="checkbox"/> Mailing Address Cert  |
| <input type="checkbox"/> Proof of payment of upfront MIP, VAFF (DO NOT remit Upfront PMI or RD fee; provide refinance Authorization results on FHA to FHA refinances) | <input type="checkbox"/> Employment & Credit Affidavit   |
| <input type="checkbox"/> Closing Instructions **  | <input type="checkbox"/> Revision/Compliance Agreement Property  |
| <input type="checkbox"/> Initial CD(s) and evidence of delivery to borrower(s)  | <input type="checkbox"/> Condition Disclaimer (FHA/VA)   |
| <input type="checkbox"/> Final CD executed at closing and any PCCD's as applicable  | <input type="checkbox"/> Warranty Deed (All Purchase Transactions)   |
| <input type="checkbox"/> Initial Escrow Account Disclosure  | <input type="checkbox"/> Copy of Seller's POA (if applicable)  |
| <input type="checkbox"/> Fully executed final URLA / 1003 and Demographic Addendum  | <input type="checkbox"/> Termite Inspection/Soil Treatment (if applicable)   |
| <input type="checkbox"/> Fully executed 92900a for FHA loans  | <input type="checkbox"/> Septic Inspection (if applicable)   |
| <input type="checkbox"/> Escrow Waiver Agreement (if applicable)  | <input type="checkbox"/> Real Estate Cert/Amendatory Clause (if applicable)  |
| <input type="checkbox"/> Life of Loan Flood Cert  | <input type="checkbox"/> HUD 92561 Hotel & Transient (FHA 2-4 unit property)   |
| <input type="checkbox"/> Right of Rescission notice (if applicable)   | <input type="checkbox"/> PMI disclosure/Amortization Schedule (if applicable)  |
| <input type="checkbox"/> Homeowners Policy or Dec page  | <input type="checkbox"/> New Construction Documents (if applicable)  |
| <input type="checkbox"/> Flood Policy or Application with paid receipt (if applicable)  | <input type="checkbox"/> Patriot Act Customer Identification Verification  |
| <input type="checkbox"/> 4506-C forms with all sections complete and years noted  | <input type="checkbox"/> Other Loan Specific Docs (VA/FHA/RD if applicable)  |
| <input type="checkbox"/> Tax Information Sheet completed in its entirety  | <input type="checkbox"/> Applicable State Disclosures/Documents  |
|   | <input type="checkbox"/> Certification for Individual Unit Financing (FHA &RD)   |
|   | <input type="checkbox"/> 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 Mortgage 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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