

CAFA Gold Client Checklist 2nd Lien

Borrower Name CONV FHA VA USDA

NOTE: Borrower(s) name, property address, legal description matches throughout the loan file: 1003, Note, Deed of Trust, CAFA Forms, and all other documents. ALL CAFA Forms can be found in GEMS Portal.

- **Disclosure of Second Loan Terms for CAFA Gold Homebuyer Assistance Program:**
 - Signed and dated by Borrower(s) and any Co-Borrowers or Co-Signers. NPS does not sign.
 - Names and Property Address must match all First Lien Documents.
 - Document must be dated the same as the date on the First Lien CD.
 - Verify maturity date matches the applicable loan program.
 - No fees other than recording fee should be charged for the Second Lien.
- **Original CAFA Gold Second Loan Promissory Note:**
 - Signed and dated by Borrower(s) and any Co-Borrowers or Co-Signers.
 - Names and Property Address must match all First Lien Documents.
 - Document must be dated the same as the date on the First Lien CD.
 - Note does NOT need an Endorsement or Allonge.
 - Non-Purchasing Spouse cannot be listed on the note.
 - Second Loan Amount is the correct % of the First Lien loan amount per the applicable rate sheet.
 - POA provided (if applicable).
- **CAFA Gold Second Loan Deed of Trust:**
 - Signed and dated by all Borrower(s) and any Co-Borrowers or Non-Purchasing Spouses listed on page 1.
 - Names and Property Address must match all First Lien Documents.
 - Document must be dated the same as the date on your First Lien CD.
 - Second Loan Amount is the correct % of the First Lien loan amount per the applicable rate sheet.
 - Non-Purchasing Spouse must be listed on page 1 of mortgage and sign.
 - Legal description must be on DOT or exhibit A must be attached.
 - County must be listed on the DOT.
 - **Reminder:** Original signed, notarized CAFA Second Loan Deed of Trust must be recorded (or e-recorded) by County and returned via priority mail to Gateway Mortgage Group within 60 days of closing.
- **Legally Enforceable Commitment Letter for HUD ML 2013-14 (FHA Loans Only):**
 - Lender is Clients name.
 - Document must be dated the same as the date on your First Lien CD.
 - Names and Property Address must match all First Lien Documents.
 - Second Loan Amount matches CAFA Second Loan Promissory Note.
- **Affidavit of Cosigner/Guarantor (FHA Loan Only - If Applicable):**
 - Signed and dated by Co-Signers Only and notarized.
 - Names must match all First Lien Documents.
 - First Loan Amount matches First Lien Note.
 - Second Loan Amount matches the CAFA Second Loan Promissory Note.
 - Lender is Clients name.
- **Certificate of Completion of the Homebuyers Education Course:**
 - Required if all borrowers are FTHB and at least one borrower must complete course.
 - Must be completed and dated prior to closing.
 - Course from any HUD approved providers allowed in the program.
- **Transmittal Summary, 1008, 92900LT or VA Loan analysis (From First Lien):**
 - Included EIN # 72-1013030 for FHA Loans.
 - Second Lien amount must be listed on the Transmittal.
 - Verify qualifying income meets applicable program guidelines.
- **AUS Approval (From First Lien - Conventional AUS Approval MUST be LP only)**
 - Freddie Mac HFA Advantage Offer Identifier Code 251 is required on LP for Conventional Loans).
- **Copy of Final CD (From First Lien)**
 - Confirm Second loan amount matches Second Loan Promissory Note.
- **HMDA Universal Loan Identifier (ULI) or Letter of Explanation Client does not report ULI for CAFA Second Note:**
 - Enter ULI in GEMS Portal before changing loan status to "Submitted to Gateway Mortgage".
- **Origination Fee for Government loans >45% to 55% DTI and/or < 660 Credit Score**
 - Acceptable to charge a 1% origination fee on the 1st lien CD.

Reviewed by Date

