

Borrower Name:

CONV

**NOTE:** Borrower(s) name, property address, legal description matches throughout the loan file. Program documents are located in GEMS Portal

- **Signed Borrower's Acknowledgement**
  - Signed and dated by Borrower(s) and any Co-Borrowers. 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 documents.
  - Verify maturity date matches the applicable loan program.
  - No fees other than recording fee should be charged for the Second Lien.
- **Original Second REI Flex100 Note**
  - Signed and dated by Borrower(s) and any Co-Borrowers.
  - Names and Property Address must match all First Lien Documents.
  - Document must be dated the same as First Lien documents.
  - 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).
- **Second REI Flex 100 Mortgage**
  - Signed and dated by all Borrower(s) and any Co-Borrowers or Non-Purchasing Spouses listed on page 1.
  - Non-Purchasing Spouse must be listed on page 1 of mortgage and sign.
  - Names and Property Address must match all First Lien Documents.
  - Document must be dated the same as the date on your First Lien documents.
  - Second Loan Amount is the correct % of the First Lien loan amount per the applicable rate sheet.
  - Legal description must be listed on Second Mortgage or exhibit A must be attached and recorded with Mortgage.
  - **Reminder:** Original signed, notarized REI Second Mortgage must be recorded (or e-recorded) by County and returned via priority mail to Gateway Mortgage Group within 60 days of loan closing.
- **Certificate of Completion for Homebuyer Education from REI e-Home America**
  - Required if all borrowers are first-time homebuyers (no ownership in last 3 years), at least one borrower must complete pre-purchase homebuyer education and counseling.
  - REI Home Education must be completed prior to closing and certification of completion is required.
- **Transmittal Summary (From First Lien):**
  - REI's EIN # 73-1129417 along with Second Lien amount must be listed on the Transmittal Summary.
  - Verify qualifying income meets applicable program guidelines.
- **Copy of Final CD (From First Lien)**
  - Confirm Second loan amount matches Second Loan Promissory Note.
- **Copy of Final 1003 Loan Application**

Reviewed by

Date

