

NHF Diamond – Client Checklist 2nd Lien

Borrower Name

FHA VA USDA

NOTE: Borrower(s) name, property address, legal description matches throughout the loan file.

- **Partial Exemption Disclosure of Second Loan Terms for NHF Diamond Program:**
 - Signed and dated by Borrower(s) and any Co-Borrowers or Co-Signers.
 - Names and Property Address must match all First Lien Documents.
 - No fees other than recording fee should be charged for the Second Lien.
- **Original NHF 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 Documents (Including maturity date)
 - 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.
- **State specific Security Instrument:**
 - 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 the date on your First Lien Documents (Including maturity date)
 - Second Loan Amount is the correct % of the First Lien loan amount per the applicable rate sheet.
 - NHF must serve as the Lender and Beneficiary: National Homebuyer’s Fund, Inc; a Instrumentality of Government Section 115, as beneficiary (the “Lender”), whose address is 1215 K Street, Suite 1650, Sacramento, California 95814, any successor or assigns
 - Legal description must be listed on the Second Security Instrument or exhibit A must be attached.
 - **Reminder:** Original signed, notarized NHF Diamond Second Security Instrument must be recorded (or e-recorded) by County and returned via priority mail to Gateway Mortgage Group within 60 days of closing.
- **Signed Funding Commitment Notice and Gift Letter:**
 - Company is Clients name.
 - Signed by Borrower(s) and any Co-Borrowers or Co-Signers.
 - Names, Property Address and First Lien Loan Amount must match all First Lien Documents.
 - Second loan amount and Gift are the correct % of the First Lien loan amount per the applicable rate sheet.
- **Certificate of Completion of the Homebuyers Education Course:**
 - Government (FHA/VA/USDA): Homebuyer Education is required if all borrowers on Note are FTHB.

Reviewed by Date

