

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

