

# Missouri Housing Development Commission

Form #505

## First Place Program – File Submission Check Sheet

### Files must be uploaded and submitted to MHDC in the order as follows:

*\*Notes forms only required when applicable. For special circumstances only.*

#### LENDER CERTIFICATION:

- Form #505 – Lender Check Sheet
- Form #520 – Lender Certification

#### APPLICATION DOCUMENTS:

- Form #515 – Borrower's Application Affidavit
  - Form #516\* – Certification of Non Ownership Interest  
If applicable. To be signed by non borrowing spouse that will live in the home.
- Typed final loan application** – signed by borrower(s)
  - Form #521\* – Prior Approval  
If applicable. Sign copy of the #521 that was granted approval by MHDC certifying the information previously submitted has not changed. All requests must be submitted prior to closing.

#### INCOME DOCUMENTATION:

- Form #590 – Income Calculation Worksheet
- Verification of Employment**
  - Signed VOE/All required info for Alt Doc  
*Must include all docs required for the alternative documentation method:  
30 days paystubs that reflect YTD totals, their start date, and the previous year's W2 for that job. OR,  
A signed third party VOE from the employer.*
  - Social Security, Pension Benefits (award letter, 1099, etc.)
  - Child Support documentation (divorce decree, court order, etc.)
  - 12-Month breakdown on overtime, commission, bonus, part-time employment, etc.
- Form #522\* – Certification of Zero Income, signed  
*If applicable. Execute for spouses not working.*
- Form #523\* – Certification of Zero Income for Children, signed  
*If applicable. Execute when no support is received for a child residing in the home.*

#### SALES CONTRACT & AFFIDAVITS

- Sales Contract with all addendums
- Warranty Deed
- Form #525 – Seller's Affidavit (*Names must match W/D*)
  - Form #530\* – Certification of Cost  
*If applicable. In lieu of #525 when the borrower is building on their own land.*
- Form #535 – Mortgagor's Affidavit
  - Form #550-1 & 550-2\* – **MHDC** Waiver of Marital Rights Affidavits  
*If applicable. For separated individuals who will not both reside in the residence.*
- Form #560 – Notice to Mortgagors (FHA, VA, USDA RD, loans only)

#### NOTE & RECORDED FORMS

- Executed **First Mortgage Note**
  - Executed **Second Mortgage Note (copy only, for CAL loans only)**
- Form #570 – Addendum to Note
  - Form #575\* – Co-Signor Affidavit  
*If applicable. For non-occupying co-borrowers.*
- Form #580 – Tax-Exempt Financing Rider (non-borrowing spouse must sign) (Record with D/T)
- Form # 555 – Notice of Potential Recapture Tax

#### SETTLEMENT STATEMENTS

- CD Closing Disclosure Statement, signed by mortgagor(s) (Both Borrower & Seller's sides)
  - Form #585\* – Mobile Home Certification  
*If applicable. Certifies their former home was a mobile home and not real property*

Lender's Certificate

**LENDER CONTACT INFORMATION:**

Lender Name: \_\_\_\_\_ File Contact-For Approval & Defi. Notices: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Phone #: \_\_\_\_\_

**RESERVATION DATA:** MHDC Reservation #: \_\_\_\_\_ Reservation Date: \_\_\_\_\_

Borrower's Name: _____	SS#: _____
Co Borrower's Name: _____	Co- SS#: _____
Property Address: _____	City: _____, MO
Zip Code: _____ - _____	County: _____ <input type="checkbox"/> Rural/Non MSA County

**APPLICATION DATA:**

Application Date: \_\_\_\_\_  
 Loan Officer: \_\_\_\_\_  
 NMLS#: \_\_\_\_\_

<b>Property:</b> 1) Non-Targeted <input type="checkbox"/> Targeted <input type="checkbox"/> 2) Existing <input type="checkbox"/> New <input type="checkbox"/> 3) One Unit <input type="checkbox"/> Two Units <input type="checkbox"/> Type: Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Condo <input type="checkbox"/> Townhouse <input type="checkbox"/> Manufactured <input type="checkbox"/>	Census Tract #: _____ Year Built: _____ Bedroom #: _____ SQ FT: _____ Flood Zone Letter: _____
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<b>Total # in Household:</b> _____ (Adults _____ Children _____) Spouse residing in home NOT on loan: _____	<b>Borrower:</b> Age: _____ Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Ethnicity: _____ Marital Status: _____ Occupation: _____	<b>Co-Borrower:</b> Age: _____ Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Ethnicity: _____ Marital Status: _____ Occupation: _____
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**INCOME DATA:**

<b>Borrower Income:</b> Wages \$ _____ From Assets \$ _____ Other \$ _____	<b>Co-Borrower Income:</b> Wages \$ _____ From Assets \$ _____ Other \$ _____ <b>Non-Borrowing Spouses Income:</b> Income \$ _____
<b>Total Household Income:</b> \$ _____ (Maximum Limit: \$ _____)	

**SALES CONTRACT & AFFIDAVITS DATA:**

Contract Date: \_\_\_\_\_

Contract Sales Price: \$ \_\_\_\_\_  
 Financed Closing Costs: + \$ \_\_\_\_\_  
 Rehab. Amount: + \$ \_\_\_\_\_  
 Personal Property: <\$ \_\_\_\_\_>  
 Sweat Equity: <\$ \_\_\_\_\_>  
 Acquisition Amount: = \$ \_\_\_\_\_

Buyer's Realtor: _____ License #: _____ Realty Agency: _____
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Appraised Value: \$ \_\_\_\_\_

**NOTE & RECORDED FORMS:**

Closing Date: \_\_\_\_\_

Loan Type: FHA VA RD CONV

Interest Rate: _____ % Loan Amount: \$ _____ 4% Cash Assistance: \$ _____
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First Payment Date: \_\_\_\_\_  
 Last Payment Date: \_\_\_\_\_  
 Monthly Payment/P&I: \$ \_\_\_\_\_  
 PITI: \$ \_\_\_\_\_

Co-Signor Name (if applicable): \_\_\_\_\_

**MHDC USE ONLY:**

Borrower's Investment: \$ _____
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NOTES:

## Lender's Certificate

I, the undersigned authorized officer of the Lender named below (the "Lender") do hereby certify, represent and warrant to Missouri Housing Development Commission (the "Commission") and UMB Bank (the "Trustee") as Trustee, that:

1. The location of the property financed with the Home Mortgage (the "Residence") is entirely within the boundaries of the State of Missouri.
2. A qualified employee or agent of the Lender, as agent for the Commission, by personal inspection verified that the property consists of no more than two-family dwelling, the construction of which is sufficiently complete that occupancy is permitted under local law.
3. A qualified employee of the Lender, as agent for the Commission, has confirmed that the Mortgagor(s) understand the meaning and significance of the introductory paragraph of the Mortgagor's Affidavit attached hereto as Form #535. The affidavit was signed on the date of execution of the Mortgage.
4. Attached hereto as Exhibit B are copies of the sales contract and all escrow and settlement papers relating to the property and the Mortgage Loan. The contract price set forth above (a) includes the land (unless the land has been owned by the Mortgagor for at least two years prior to the date on which construction of the residence began), dwelling and all fixtures and (b) is within the limit required by the Agreement.
5. The settlement costs (title and transfer costs, title insurance, or similar costs) and financing costs (credit reference fees, legal fees, appraisal expenses, the application fee, points which are paid by the buyer or other costs of financing the residence) associated with the purchase of the property, paid by or on behalf of the Mortgagor do not exceed the usual and reasonable costs in the area which would be paid by a buyer where financing is not provided through tax-exempt bonds. No fees other than those set forth in the escrow and settlement papers were paid or collected.
6. A qualified employee or agent of the Lender independently investigated the representations contained in the Mortgagor's Affidavit and the Seller's Affidavit, and has no reason to believe that they are not true and correct.
7. A qualified employee of the Lender, as agent for the Commission, has reviewed the credit reports with respect to the Mortgagor from all three national credit bureaus and verified that no credit report includes any indication that the Mortgagor incurred indebtedness to finance a principal residence during the three-year period prior to the execution of the Mortgage, unless the Mortgagor is a Qualified Veteran or the principal residence is located in a targeted area qualified census tract.
8. In the event that the Lender has been unable to satisfy itself as to the truth of the statements made by the Mortgagor in paragraph 16 of the Mortgagor's Affidavit from other documentation mentioned therein and herein, a qualified employee of the Lender has examined the tax, assessment or deed records of (a) \_\_\_\_\_ county and (b) the Mortgagor's last county of residence if different from the above, for the purpose of determining whether any property owned by the Mortgagor in either of said counties during the three-year period prior to execution of the Mortgage was used as the principal residence of the mortgagor. If such examinations revealed any such ownership, attached hereto as Exhibit D is evidence such as rent receipts or property tax records demonstrating that such property was (i) rented out by the Mortgagor or (ii) unimproved.
9. A qualified employee or agent of the Lender, as agent for the Commission, verified that the total projected twelve-month household income is not in excess of the applicable maximum income limit **and the amount of income used for credit underwriting is not more than the projected income for MHDC purposes.**
10. A qualified employee or agent of the Lender, as agent for the Commission, verified that the property being financed is not located within a 100-year flood plain.
11. [Complete if developer of residence is other than the Seller.] The name and address of the developer of the residence is:

**This is to certify that the above Lender's Certificate complies with all applicable representations, warranties and covenants specified in the Origination, Servicing and Administration Agreement (Revised July, 2013), as amended and supplemented from time to time, by and among the Lender, the Missouri Housing Development Commission and the Trustee.**

Dated: \_\_\_\_\_ Lender: \_\_\_\_\_

By (authorized signature): \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_