

## Servicing Package Checklist Due to State Home Mortgage

(Use for Georgia Dream First Mortgage Loans)

**SERVICING PACKAGES MUST BE UPLOADED TO THE CITRIX SHAREFILE FOLDER  
WITHIN 15 BUSINESS DAYS OF THE CLOSING DATE**(CONTACT [donna.martin@dca.ga.gov](mailto:donna.martin@dca.ga.gov) to gain access to CITRIX SHAREFILE)

<input type="checkbox"/>	1.	State Home Mortgage Checklist – indicate in boxes to left each item included in servicing package
<input type="checkbox"/>	2.	State Home Mortgage Servicing Loan Profile (Form SF-31) – must be completely filled out
<input type="checkbox"/>	3.	Copy of Signed 1 <sup>st</sup> Mortgage Promissory Note – with stamped transfer endorsement to GHFA
<input type="checkbox"/>	4.	Copy of Signed 1 <sup>st</sup> Mortgage Security Deed
<input type="checkbox"/>	5.	Copy of properly executed - “Tax-Exempt Financing Rider,” (Form SF-40)
<input type="checkbox"/>	6.	If FHA Loan: "Direct Endorsement Approval " - FHA Form 92900a
<input type="checkbox"/>	7.	If Conventional Loan: Private Mortgage Insurance Certificate and Pool Insurance Certificate, if applicable
<input type="checkbox"/>	8.	IF VA Loan: “Certificate of Commitment for VA Home Loan Guaranty, VA Form 26-1866a or VA Loan Analysis, VA Form 26-6393
<input type="checkbox"/>	9.	If USDA/RD: Conditional Commitment, “RD Form 1980-18, page 2, Lender Certificate signed by Lender
<input type="checkbox"/>	10.	Title insurance policy or title binder
<input type="checkbox"/>	11.	Hazard insurance - policy or declarations page – must show Mortgagee Clause as in Item 19 or include Transfer Letter as requested in Item 19.
<input type="checkbox"/>	12.	Hazard insurance – Proof of first year’s premium – copy of check or copy of ledger
<input type="checkbox"/>	13.	Flood insurance policy, if applicable, with proof of payment of first year’s premium and Mortgagee Clause as shown in Item 19 or Transfer letter.
<input type="checkbox"/>	14.	Tax Information Sheet – must clearly indicate date taxes paid through and next payment due date.
<input type="checkbox"/>	15.	Flood Certification Form – must show Mortgagee Clause as in Item 19 or include Transfer Letter
<input type="checkbox"/>	16.	Closing Disclosure for 1 <sup>st</sup> Mortgage
<input type="checkbox"/>	17.	IRS form W-9 – for each mortgagor
<input type="checkbox"/>	18.	Copy of “Transfer and Assignment” (Form SF-44)
<input type="checkbox"/>	19.	Transfer of Servicing letters sent to the Hazard Insurance Agent, and Flood Certification Company with Mortgagee Clause as follows: Georgia Housing and Finance Authority its Successors and/or Assigns c/o State Home Mortgage 60 Executive Park, South Atlanta, GA 30329
<input type="checkbox"/>	20.	Notice of Assignment, Sale or Transfer of Servicing Rights – (Form SF-61) Pages 1-2
<input type="checkbox"/>	21.	Initial Aggregate Escrow Account Disclosure Statement
<input type="checkbox"/>	22.	HUD-92900-LT (FHA Only)
<input type="checkbox"/>	23.	Loan application
<input type="checkbox"/>	24.	Complete appraisal
<input type="checkbox"/>	25.	HO6 Policy for condo and proof of payment of 1 <sup>st</sup> year’s premium, if applicable
		<b>ADDITIONAL INFORMATION FOR CHECK PROCESSING:</b>
		Principal Reduction checks – Send to: State Home Mortgage, Attention: New Loans Department
		Initial Escrow Fund checks - Send to: State Home Mortgage, Attention: New Loans Department

State Home Mortgage, Attention: New Loans Department, 60 Executive Park South, Atlanta Ga 30329