Servicing Package Checklist Due to State Home Mortgage

(Use for Georgia Dream First Mortgage Loans **excludes** Peach Advantage)

LOANS RESERVED ON/BEFORE JULY 7, 2026 SERVICING PACKAGES MUST BE UPLOADED TO THE CITRIX SHAREFILE FOLDER WITHIN 15 BUSINESS DAYS OF THE CLOSING DATE

LOANS RESERVED ON/AFTER JULY 8, 2026 SERVICING PACKAGES MUST BE UPLOADED TO TPO CONNECT PORTAL WITHIN 15 BUSINESS DAYS OF THE CLOSING DATE

(CONTACT donna.martin@dca.ga.gov to gain access to CITRIX SHAREFILE)

☐	1.	State Home Mortgage Checklist – indicate in boxes to left each item included in servicing package
☐	2.	State Home Mortgage Servicing Loan Profile (Form SF-31) – must be completed with payment contact information
☐	3.	Copy of Signed 1st Mortgage Promissory Note – with stamped transfer endorsement to GHFA
☐	4.	Copy of Signed 1st Mortgage Security Deed
☐	5.	Copy of properly executed - "Tax-Exempt Financing Rider," (Form SF-40)
☐	6.	If FHA Loan: "Direct Endorsement Approval " - FHA Form 92900a
☐	7.	If Conventional Loan: Private Mortgage Insurance Certificate and Pool Insurance Certificate, ifapplicable
☐	8.	IF VA Loan: VA Loan Analysis, VA Form 26-6393 or "Certificate of Commitment for VA Home Loan Guaranty, VA Form 26-1866a
☐	9.	If USDA/RD: Conditional Commitment, "RD Form 3555-18, page 2, Lender Certificate signed byLender
☐	10.	Complete Title Insurance Policy (binders are **not** acceptable)
☐	11.	Hazard insurance - policy or declarations page – must show Mortgagee Clause as in Item 19 or include Transfer Letter as requested in Item 19.
☐	12.	Hazard insurance – Proof of first year's premium – copy of check or copy of ledger
☐	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.
☐	14.	Tax Record Information Sheet (SF-101) – must clearly indicate date taxes paid through and next payment due date. If **new construction**, annualized escrows established at closing and monthly qualifying payment **must** be based on no less than 1.25% of sales price.
☐	15.	Flood Certification Form – must show Mortgagee Clause as in Item 19 or include Transfer Letter
☐	16.	Closing Disclosure for 1st Mortgage and 2nd Mortgage if applicable
☐	17.	IRS form W-9 – for each mortgagor
☐	18.	Copy of "Transfer and Assignment" (Form SF-44)
☐	19.	Transfer of Servicing letters sent to the Hazard Insurance Agent, and FloodCertification 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
☐	20.	Notice of Assignment, Sale or Transfer of Servicing Rights – (Form SF-61) Pages 1-2
☐	21.	Initial Aggregate Escrow Account Disclosure Statement
☐	22.	HUD-92900-LT (FHA Only)
☐	23.	Final Signed URLA 1003 Loan application executed by borrower(s) and lender's loan officer/representative
☐	24.	Complete appraisal
☐	25.	HO6 Policy for condo and proof of payment of 1st year's premium, if applicable
		ADDITIONAL INFORMATION FOR CHECK PROCESSING:
		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
VA ID: 645394000 FHA Holder & Servicer ID: 0949709992; Use Only 09497 USDA Branch #: 001
USDA Servicing Lender Tax ID: 58-1222605 State Home Mortgage
USDA Holding Tax ID: 94-9709992 as Georgia Housing & Finance Authority