

ORDER OF LOAN FILE FOR SUBMISSION LENDER CONVENTIONAL LOANS - RIGHT SIDE

Important Submission Instructions

This completed ORDER OF LOAN FILE FOR SUBMISSION LENDER CONVENTIONAL LOANS - RIGHT SIDE must be placed on the top of the right side of the loan file being submitted to the Oregon Department of Veterans' Affairs (ODVA). All documents must be properly executed and signed. Send the loan file documentation to the ORVET Loan Program, 700 Summer Street Northeast, Salem, OR 97301-1285; or fax the required documentation to the ORVET Loan Program at 503-373-2393.

- FNMA 3.2 (via email)
- Promissory Note (original) – endorsed to the Oregon Department of Veterans' Affairs; plus Allonge
- Deed of Trust (certified copy) – send original after recording
- Addendum to Deed of Trust, ODVA Form HL2034 – must be recorded simultaneously with Deed of Trust
- Riders to Deed of Trust – must be recorded simultaneously with Deed of Trust
- Assignment to Deed of Trust (certified copy) – send original after recording; must be recorded simultaneously with Deed of Trust
- Title Insurance Policy (correct, signed insuring ODVA) – ALTA, Environmental, Location, Condo, PUD, MFH; Endorsements with plat map including recording data for Assignment of Deed of Trust to ODVA
- Final Closing Disclosure signed by all parties – ALL Closing Disclosure(s), including revised if applicable, and tolerance violation refunds – Master Final Statement, Borrower and Seller Estimated CD/ALTA, Borrower/Seller Escrow Instructions, and Vesting Deed
- Accurate original Final FNMA 1008, Transmittal Summary – in agreement with Final signed original FNMA 1003, Uniform Residential Loan Application
- Underwriter Approval listing conditions and any compensating factors, DU
- Unconditional Mortgage Insurance Certificate; Evidence of Premium Payment to Insurer, if other than monthly premium plan; Private Mortgage Insurance Disclosure; Fixed Interest Rate Mortgages; Amortization Schedule
- Initial FNMA 1003, Uniform Residential Loan Application – signed and dated
- Addendum to Residential Loan Application, ODVA Form HL2033 – signed and notarized
- CREDIT: Tri-Merge Credit Report; Credit explanations, payment shock letters, VOR/VOM, if housing not shown on credit report; proof of debts paid; complete copies of decrees, agreements, judgments, bankruptcy filings, discharges, proof of payment, receipt of support; proof of children's ages, as appropriate
- INCOME: Award letters, Social Security, VA Pension, PERS Retirement, Disability, et al; Verifications of Employment; copies of most current YTD paystub for each applicant; IRS Forms W-2 Wage and Tax Statement; IRS Forms 1099; 2 years' Federal income tax returns with original signature (IRS Form 1040s, schedules, Corporate Returns, LLCs, K-1s, YTD Profit and Loss and Balance Sheet for self-employed); Rental Agreements; IRS Form 4506-T, Request for Transcript of Tax Return, fully executed with tax transcripts if MI
- ASSETS: Verification of Deposits; 2 months' statements of each account, all covering same time period and source documentation for large deposits; stocks and bonds statements; Gift Letter and proof of Transfer; Final HUD-1 for sale of prior residence; other property showing debts paid, net proceeds; Retirement Statements
- PROPERTY: Flood Certificate-Life of Loan; Insurance Binder; Preliminary Title Report; Covenants, Conditions & Restrictions (CC&Rs); Earnest Money Agreement, Earnest Money check; Original Recertification of Value; Final Inspection-Compliance Inspection Report (442) and photographs as necessary; Construction Information and inspections; original Appraisal with photographs; Initial and Final Inspection Reports as appropriate (Original and Clear Pest and Dry Rot, Roof Certification, Septic Inspections, Well Purity, nitrate, and arsenic, 4-hour Flow Test yielding at least 5 gallons per minute (gpm) unless approved by ODVA); Condo Questionnaire
- DISCLOSURES In Order:
 - Signed Intent to Proceed
 - Loan Estimate(s), including revised if applicable
 - Written Service Provider List referencing the Loan Estimate
 - Borrower's Certification and Authorization
 - Escrow Account Options, ODVA Form HL2232 – must agree with final Closing Disclosure
 - Initial Escrow Account Disclosure Statement
 - Disclosure Notices (or Affidavit of Occupancy, Fair Credit, Oregon Right to Choose Insurance Provider)
 - Equal Credit Opportunity Act
 - Fair Lending Act Disclosure
 - Privacy Disclosure
 - Affiliated Business Arrangement Disclosure Notice
 - Final IRS Form W-9, Request for Taxpayer Identification for each applicant
 - Patriot Act Information Disclosure
 - Customer Identification Documentation Patriot Act
 - Photo ID for each applicant
 - Social Security Verification for each applicant
 - Credit Report Disclosure
 - Homeownership Counseling Notice
 - Acknowledgement of Receipt of Homeownership Counseling Notice
 - Notice of Special Flood Hazards and Availability of Federal Disaster Relief Assistance (if applicable)
 - Notice of Option to Escrow Flood Insurance Premiums and Fees (if applicable)
 - Flood Insurance Disclosure
 - Flood Insurance Coverage Subject to Change Disclosure
 - Right to Receive Appraisal