

IDAHO HOUSING and FINANCE ASSOCIATION  
NEW MEXICO MORTGAGE FINANCE AUTHORITY  
LENDER DELIVERY CHECKLIST  
**Second Mortgage DPA Programs**

Idaho Housing Loan # \_\_\_\_\_ Borrower Name \_\_\_\_\_  
Lender Contact \_\_\_\_\_ Lender Contact Phone \_\_\_\_\_  
Lender Contact Email \_\_\_\_\_

- \* **Original 2<sup>nd</sup> Note** endorsed to **New Mexico Mortgage Finance Authority** and Signature Affidavit and Signature Affidavit, **delivered** to:
  - **MFA, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102 – Attn Document Management Department**
- \* Documents delivered electronically in “Lender Connection” web portal
  - Using first mortgage loan number
- \* Original recorded 2<sup>nd</sup> Mortgage, including all original Riders and Assignment, if applicable, delivered to:
  - **MFA, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102 – Attn Document Management Department** within 90 days
- \* **New Mexico Mortgage Finance Authority Requires the second loans to be assigned via MERS**

**LOAN FILE DELIVERY – IHFA MUST RECEIVE THE ENTIRE LOAN FILE**

***Please Upload the required documents in the stacking order listed below, then follow with the remaining Underwriting documents of the file. You may use two separate uploads if necessary***

**DOCUMENTS FOR LOAN PURCHASE REVIEW**

- \_\_\_\_\_ Fully completed MFA Second Mortgage DPA Programs Loan Delivery Checklist (this checklist)
- \_\_\_\_\_ Borrower Update/Verification Form
- \_\_\_\_\_ Second Mortgage Reservation/Lock Commitment
- \_\_\_\_\_ Second Mortgage Compliance Approval/Loan Purchase Commitment
- \_\_\_\_\_ Second Mortgage DPA Mortgage Loan Commitment
- \_\_\_\_\_ Copy of 2nd Mortgage Note endorsed to **New Mexico Mortgage Finance Authority**  
Original is delivered to:
  - **MFA, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102 – Attn Document Management Department**
- \_\_\_\_\_ Signature/Name Affidavit, **MUST BE NOTARIZED**
- \_\_\_\_\_ Copy of Second Mortgage with all applicable riders, **MUST INCLUDE HUD Second Mortgage Rider** if first is an FHA
- \_\_\_\_\_ Copy of Power of Attorney for Mortgagor/Seller OR a copy of court appointment of a Personal Representative, if any documents have been signed on behalf of the borrower or seller by a Power of Attorney or Personal Representative
- \_\_\_\_\_ Final Closing Disclosures (1<sup>st</sup> and 2<sup>nd</sup> Loans) fully executed by **Buyer and Seller**
- \_\_\_\_\_ First Payment Letter, 2<sup>nd</sup> Mortgage
- \_\_\_\_\_ Hazard Insurance Binder
  - transferred to HomeLoanServ ISAOA/ATIMA, P.O. Box 818007, Cleveland, OH 44181
  - IHFA’s Loan # – **MUST show New Mexico Mortgage Finance Authority as the Second Loss Payee using the following clause: New Mexico Mortgage Finance Authority, ISAOA.ATIMA, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102 with MFA’s Second Mortgage Loan #**
- \_\_\_\_\_ Condo Master Insurance Binder, if applicable
  - transferred to HomeLoanServ ISAOA/ATIMA, P.O. Box 818007, Cleveland, OH 44181 IHFA’s Loan # – **MUST show New Mexico Mortgage Finance Authority as the Second Loss Payee using the following clause: New Mexico Mortgage Finance Authority, ISAOA.ATIMA, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102 with MFA’s Second Mortgage Loan #**
- \_\_\_\_\_ Condo Hazard Insurance Binder, if applicable
  - transferred to HomeLoanServ ISAOA/ATIMA, P.O. Box 818007, Cleveland, OH 44181 IHFA’s Loan # – **MUST show New Mexico Mortgage Finance Authority as the Second Loss Payee using the following clause: New Mexico Mortgage Finance Authority, ISAOA.ATIMA, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102 with MFA’s Second Mortgage Loan #**
- \_\_\_\_\_ Flood Hazard Determination, for continued life of loan monitoring
  - Transferred to HomeLoanServ, P.O. Box 7899, Boise, Idaho 83707
- \_\_\_\_\_ Flood Hazard Insurance Binder, if applicable
  - transferred to HomeLoanServ ISAOA/ATIMA, P.O. Box 818007, Cleveland, OH 44181 IHFA’s Loan # – **MUST show New Mexico Mortgage Finance Authority as the Second Loss Payee using the following clause: New Mexico Mortgage Finance Authority, ISAOA.ATIMA, 344 4<sup>th</sup> Street SW, Albuquerque, NM 87102 with MFA’s Second Mortgage loan #**
- \_\_\_\_\_ Hazard Insurance Authorization, Requirements and Disclosure
- \_\_\_\_\_ FINAL Second Mortgage Loan Application (URLA), fully executed
- \_\_\_\_\_ INITIAL Second Mortgage Loan Application (URLA), fully executed