

Exhibit F

Mortgage Revenue Bond Program

Post-Closing Review Checklist

LHC Loan Number _____ Closing Date _____
Servicer Loan Number _____

Borrower _____

Lender _____

	Name	Phone	Email
Loan Officer	_____	_____	_____
Processor	_____	_____	_____
Closer	_____	_____	_____
Manager	_____	_____	_____

Closing Package Submission:

Please submit all signed and executed exhibits to Louisiana Housing Corporation.

- 1 ___ **Exhibit F** – Mortgage Revenue Bond Program Post-Closing File Checklist
- 2 ___ **Exhibit B** – Mortgage Revenue Bond Program Confirmation Report
- 3 ___ **Exhibit G** – Mortgage Revenue Bond Program Post-Closing Certification
- 4 ___ Copy of executed **Closing Disclosure**
- 5 ___ Final **1008** Transmittal Summary
- 6 ___ Final signed **1003** Loan Application
- 7 ___ **Exhibit D** – Mortgage Revenue Bond Program Borrower’s Affidavit and Notice of Potential Recapture Tax
- 8 ___ **Exhibit D1** – Mortgage Revenue Bond Program Acquisition Cost Worksheet
- 9 ___ **Exhibit D2** – Mortgage Revenue Bond Program Income Eligibility Worksheet
- 10 ___ **Exhibit I** – Mortgage Revenue Bond Program Notice to FHA / VA Buyers
- 11 ___ **Exhibit J** – Mortgage Revenue Bond Program Seller Affidavit
- 12 ___ Copy of **Homeowner’s Insurance Declaration Page, Windstorm Policy, and Flood Policy** (if applicable). Policy Amounts must equal the 1st mortgage or the 1st and 2nd mortgages combined for CDBG Assisted.

MRB Assisted Additional Items

- 13 ___ Certified Recorded Copy of the original signed and executed **Second Mortgage Instrument**
- 14 ___ Original signed and executed **Second Mortgage Promissory Note**
- 15 ___ **Exhibit H** – Mortgage Revenue Bond Program Tax Exempt Program Rider – to be recorded with the first mortgage

MRB Keys for Service Additional Items

- 16 ___ Certified Recorded Copy of the original signed and executed **Second Mortgage Instrument**
- 17 ___ Original signed and executed **Second Mortgage Taxable Promissory Note**

HOME/MRB Additional Items

- 18 ___ **Exhibit E1** – HOME / Mortgage Revenue Bond Program **Home Summary**
- 19 ___ **Exhibit E2** – Certified Recorded Copy of the Mortgage Revenue Bond Program **Home Regulatory Agreement** with detailed property legal description on Exhibit A attachment
- 20 ___ Original signed **Closing Cost Gift Letter**
- 21 ___ **Exhibit H** – Mortgage Revenue Bond Program Tax Exempt Program Rider – to be recorded with the first mortgage

CDBG Assisted Additional Items

- 22 ___ **Exhibit E1** – Mortgage Revenue Bond / CDBG Assisted Program Project Summary
- 23 ___ **Exhibit R** – Mortgage Revenue Bond / CDBG Assisted Program Flood Insurance Acknowledgment
- 24 ___ Copy of complete stand-alone **Second Mortgage Title Policy**
- 25 ___ Certified Recorded Copy of the original signed and executed **Second Mortgage Instrument**
- 26 ___ Original signed and executed **Second Mortgage Promissory Note**
- 27 ___ Original signed **Closing Cost Gift Letter**
- 28 ___ **Exhibit H** – Mortgage Revenue Bond Program Tax Exempt Program Rider – to be recorded with the first mortgage

Louisiana Housing Corporation must receive the Closing Package within sixty (60) days from the reservation date.