



SINGLE FAMILY COMPLIANCE DEPARTMENT
1230 O Street, 200 Commerce Court
Lincoln, Nebraska 68508
Phone: (402) 434-3900
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SINGLE FAMILY MORTGAGE REVENUE BOND (MRB) PROGRAM PRE-CLOSING COMPLIANCE CHECKLIST

NIFA Reservation # (required): _____

Borrower Name: _____ **Closing Date:** _____

Real Estate Selling Agent: _____ **Company Name:** _____

PRE-CLOSING DOCUMENTS (REQUIRED AT LEAST 5 BUSINESS DAYS PRIOR TO CLOSING)

Application Documents & Forms:

- ___ Signed and dated Pre-Closing Compliance Checklist
- ___ Copy of signed and dated Household Verification Affidavit (Form A)
- ___ Copy of signed and dated complete Initial Loan Application (Form 1003; including all addendums) for first mortgage loan
- ___ Copy of signed and dated complete Initial Loan Application (Form 1003; including all addendums) for HBA second mortgage loan (if applicable)
- ___ Copy of fully executed Purchase Agreement (including all addendums) **OR** Acquisition Cost of Residence (Affidavit 2)
- ___ Copy of signed VA/FHA Escape Clause (if applicable)
- ___ Copy of signed and dated Initial Recapture Tax Notice (Form D)
- ___ Copy of HBA Notice to Borrower signed by borrower and spouse (Form F; if applicable)
- ___ Copy of signed and dated Qualified Veterans Worksheet (Form I; if applicable) **AND**
- ___ Copy of Certificate of Release or Discharge from Active Duty (DD Form 214; if applicable)
- ___ Copy of VA Certificate of Eligibility (if applicable)

Income Documents:

- ___ Family Income Worksheet (Attachment 1 to Form B) completed by lender including all sources of household income
- ___ Copy of Verification of Employment for all adult individuals 18 years or older residing in property **AND/OR** Leave and Earnings Statement for active military
- ___ Copy of Current Paycheck Stubs (Leave and Earnings Statement for active military) for all adult individuals 18 years or older residing in property covering consecutive 30 day period **OR** Affidavit explaining why there are no pay stubs



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Income Documents (continued):

- ___ Child support and/or alimony documentation (if applicable)
- ___ Copy of all Asset Statements: Two months consecutive Bank Statements and the most current Account Statement for all retirement and investment accounts

Self-Employed Borrower Income Documents:

- ___ Signed and dated year-to-date Self-Employed Income Statement (Affidavit 4 and Affidavit 1; if applicable) **AND**
Copy of signed and dated most recent (one year) Federal Income Tax Return including schedules and K-1 form
- AND**
- ___ Copy of W-2 forms and 1099 forms for most recent year (one year only)

First-Time Buyer Documents:

- ___ IRS Tax Transcripts **OR** copies of signed and dated Federal Income Tax Returns including all schedules for the past three years for all borrowers and spouse (not required in target areas unless the borrower or non-purchasing occupant is self-employed)
- ___ Copy of W-2 forms and 1099 forms for most recent year (one year only)

Homebuyer Education Certificate (required on all NIFA loans):

- ___ Copy of signed NIFA approved Homebuyer Education Certificate for all borrowers (valid within 12 months of closing)

Miscellaneous – Exception Documents:

- ___ First Time Buyer Exception: 1) Divorce: Copy of fully executed Divorce Decree or Property Settlement Agreement **OR** 2) Forced Job Relocation: Employer's Relocation Letter **OR** 3) Natural Disaster: Copy of Insurance Company Property Loss Claim

PLEASE NOTE: INCOME DOCUMENTS AND CREDIT DOCUMENTS ARE VALID FOR 120 DAYS ON EXISTING PROPERTIES AND 180 DAYS ON NEW CONSTRUCTION. LENDER WILL BE REQUIRED TO UPDATE ALL OF THE INCOME DOCUMENTS IF THE LOAN IS NOT CLOSED WITHIN THE APPLICABLE TIME PERIOD.

LENDER CERTIFICATION:

I hereby state that the information provided at this time is true and accurate to the best of my knowledge. If it is discovered that any information during the processing of this loan is no longer valid, our institution will notify NIFA immediately.

Date: _____ Contact Name: _____

Contact Phone #: _____ Email Address: _____

Revised Date: 6/2017