

**REI Market Rate Program**  
 Program Compliance Package  
 Delivery Checklist  
 Shipper: \_\_\_\_\_

Borrower Name: \_\_\_\_\_  
 CMI#: \_\_\_\_\_  
 Lender: \_\_\_\_\_  
 Phone#: \_\_\_\_\_

Please combine all items together with paper/binder clip and leave loose in credit file.

	DOCUMENT NAME	CMI USE ONLY	
	1. REI Market Rate Program Checklist	√	
	2. Original Second Promissory Note <ul style="list-style-type: none"> <li>• Note amount is sized as a percentage of the sales price (min 5% up to max of 7%).</li> <li>• Beneficiary is REI if FHA loan, Lender if Fannie Mae MCM.</li> <li>• Note rate matches Registration Confirmation.</li> <li>• Live signatures are present and match typed name.</li> <li>• Ensure all information matches 1<sup>st</sup> Note.</li> <li>• 2<sup>nd</sup> Note cannot be dated prior to 1<sup>st</sup> Note.</li> </ul>		
	3. Original fully executed name affidavit for the 2 <sup>nd</sup> loan, if applicable.		
	4. Two (2) Certified Copies of the Second Mortgage/Deed of Trust. <ul style="list-style-type: none"> <li>• Ensure all information matches 1<sup>st</sup> Mortgage.</li> <li>• Live signatures are present and match typed name.</li> <li>• If First loan is Fannie Mae MCM, provide Second Assignment and Note Endorsement to CitiMortgage, Inc.</li> </ul>		
	5. Two (2) Certified Copies of the REI Rider.		
	6. Copy of Second Mortgage Truth-in-Lending Statements (Initial and Final)		
	7. Copy of Mortgagor's Agreement and Acknowledgement of Disclosure		
	8. Ensure borrowers' income does not exceed Program Income Limits. If loan is located in FannieNeighbors area, please indicate.		

# **CMI FILE CHECKLIST & STACKING ORDER**

## **Correspondent Special Programs Division**

4000 Regent Blvd 3<sup>rd</sup> Floor

Mail Code NB3-345

Irving TX 75063

Was Automated Underwriting used?  Fannie Mae Desktop Underwriter (DU)  Freddie Mac Loan Prospector (LP)

Is this a  Conventional  FHA  VA  RD Is there a buydown/subsidy on this loan?  Yes  
 No

Is there subordinate financing on this loan?  Yes  No  FNMA Approved Community Second  Other

Does this loan have a Prepayment Penalty?  Yes  No Does this loan have an MCC?  Yes  No

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## **Please fasten all documents to the loan folder in the following order.**

### **CMI Commitment/Registration Confirmation Form(s)**

#### **First Lien Collateral Package:**

- Loan History-if reduced balance or disbursements from escrow (copy)
- Loan Note Guarantee (RD Form 1980-17) if applicable
- Wiring instructions or Bailee Letter
- Note and any applicable Riders or Addendum (originals plus one copy)
- Power of Attorney
- Name/ AKA/ Signature Affidavit
- Assignment(s) (certified true copy) with legal descriptions
- Buydown/Subsidy documentation and agreement (original)
- Mortgage/Deed of Trust completed (certified true copy) and applicable Riders or Addendum with legal description
- Title Policy/Commitment and endorsements
- Cooperative Documents/ Land Trust Documents (State of IL)/ Living Trust Documents

#### **Second Lien Collateral Package, if applicable:**

- Note and any applicable Riders or Addendum (originals plus one copy)
- Loan Modification Documents
- Power of Attorney (original), AKA/Signature Affidavit (original), if required
- Assignment(s) (certified true copy) with legal descriptions
- Mortgage/Deed of Trust completed (certified true copy) and applicable Riders or Addendum with legal description
- Title Policy/Commitment and endorsements

#### **Escrow/Impounds Documents:**

- MI Certificate / FHA case query evidencing UFMIP paid / VA268937 to evidence funding fee paid
- Warranty/Grant/Quit Claim
- Homeowners Protection Act disclosure application statement with dates and signatures (PMI Termination)
- Final HUD-1 Settlement Statement (pages 1 and 2) and Certification/Addendum and Payment Letter
- Initial Escrow Account Disclosure Statement (copy)
- Final Truth in Lending
- VA Letter of Indebtedness, if applicable
- Hazard Insurance Policy (original) with PAID receipt or copy of HUD-1 if paid at closing
- Hazard Insurance "Loss Payable" Payee Endorsement (copy)
- Flood Certification
- Flood Insurance Policy or Application, if applicable (original) with paid receipt
- Flood Insurance "Loss Payable" Payee Endorsement (copy)
- Tax Information Sheet

#### **Underwriting Documents:**

- FNMA 1008 Transmittal / FHA MCAW / VA Loan Analysis signed by underwriter
- Freddie Mac Loan Prospector (LP) or Fannie Mae Desktop Underwriter (DU) sheets
- FHA Firm Commitment / VA Certificate of Commitment 1866 (A) (copy)
- Request for and Conditional Commitment for SF Hsg Loan Guarantee (RD forms 1880-21 & 1980-18)
- Escrow Agreement for postponed improvements (original), if applicable
- Initial and Final loan application 1003/HUD/VA 92900
- Final Inspection/ Recertification of Value
- Appraisal
- Subordinate Financing Note & Mortgage
- Copy of credit report
- W-9 Form (original)
- Survey/Plat Map (original or certified true copy)
- Sales/Purchase Contract
- Credit Package (copy)
- All Approval conditions
- Good Faith Estimate (original)
- Federal/State Required Disclosures
- Quality Control Authorization (original)
- Guaranteed Loan Closing Report (RD form 1980-19)
- Guaranteed Rural Housing Lender Record Change (RD form 1980-11)

#### **Special Program Documents (Bond/Access/Lease Purchase/VLB)**

- See Specific Program Checklist for documents required, attach copy on top of documents

**Borrower:** \_\_\_\_\_ **CMI Loan #:** \_\_\_\_\_

**Correspondent Name:** \_\_\_\_\_ **Correspondent ID #:** \_\_\_\_\_

**Correspondent Contact:** \_\_\_\_\_ **Correspondent Contact Phone #:** \_\_\_\_\_