

HOPE, FOSTER & RUBENS, P.A.

Checklist for File #08-0001W

Lender's Package

1. Closer Name **Janet S. Rogers** Email: jsr@hopefoster.com
2. HUD To be sent via **Fax** _____ / **Email X**
3. Maximum Contribution () 3% () 6%
4. Debts or Liens to be paid off () No () Yes
5. Cash to Close can't exceed \$ _____
6. Cashier Check from _____
7. Docs Return Date _____
8. Wire Amount \$ _____
9. Other _____

Title Commitment

1. Effective Date () No () Yes
2. Vesting Names Correct? () No () Yes
3. Loan Amount () No () Yes
4. Loan Payoffs? () 1 () 2 () 3
5. Lien(s) Pending () No () Yes
6. Lawsuit(s) Pending? () No () Yes
7. Judgments? () No () Yes
8. Bankruptcy? () No () Yes
9. Notice of Commencement? () No () Yes
10. Corporate Docs? () No () Yes
11. Affidavits? () No () Yes

Taxes

1. Taxes for 2008 or Last Year \$ _____
2. Taxes for Years Prior to Last Year \$ _____

Mortgage Payoffs

1. 1st Mortgage Good Through _____
2. 2nd Mortgage Good Through _____
3. 3rd Mortgage Good Through _____
4. 4th Mortgage Good Through _____

Insurance

1. Lender Endorsement () No () Yes
2. Vesting Names () No () Yes
3. Date Good Through () No () Yes

Survey

1. Vesting Names () No () Yes
2. HOPE, FOSTER & RUBENS, P.A. () No () Yes
3. Old Republic National Title Insurance Co. () No () Yes
4. Lender Endorsement () No () Yes

Real Estate Contract

1. Deposit \$ **15,000.00**
2. Realtor Commission Percentage **6%**
3. Realtor Commission Total Amount \$ **25,560.00**
4. Transaction Fee Buyer \$ **147.50**
5. Transaction Fee Seller \$ **147.50**
6. Seller Contribution \$ _____

Lien Search

1. Liens \$ _____
2. Assessments \$ _____
3. Code Violations \$ _____
4. Utilities \$ _____
5. Miscellaneous \$ _____

Condominium / Homeowners' Association

1. Estoppel Letters () No () Yes
2. Monthly Payment \$ _____
3. Payoff Good Through _____
4. Assessments () No () Yes
5. Association Prorations () No () Yes

Closing Documents

1. HUD Approval () No () Yes
2. Copy of Buyer/Seller ID () No () Yes
3. Final 1003 () No () Yes
4. Association Approval () No () Yes
5. Original Roof Report () No () Yes
6. Original Termite Report () No () Yes
7. Death Certificate () No () Yes
8. Satisfaction(s) of Mortgage () No () Yes
9. Quit Claim Deed () No () Yes
10. Sellers Forwarding Address () No () Yes
11. Sellers SS# () No () Yes
12. Check from Buyer \$ _____
13. Check from Realtor \$ _____

Affidavits

1. 1099S – how many? () No () Yes
2. "As-Is" Acknowledgment () No () Yes
3. Warranty Deed () No () Yes
4. DR219 Form () No () Yes
5. Bill of Sale () No () Yes
6. No Lien/Gap Affidavit () No () Yes
7. Non Foreign Affidavit () No () Yes
8. Disbursement Affidavit () No () Yes
9. CMA (with) Death (without) () No () Yes
10. Non Identity Affidavit () No () Yes
11. Compliance Agreement () No () Yes
12. Affiliated Business () No () Yes
13. Privacy Policy () No () Yes
14. Survey () No () Yes

Post Closing

1. Broker Package () P/Up () UPS () Hand
2. Realtor Package () P/Up () UPS () Hand
3. Buyer/Borrower Package () P/Up () UPS () Hand
4. Sellers Package () P/Up () UPS () Hand