Trust Land Mortgage Loan Checklist

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| TRUST LAND MORTGAGE INFORMATION | | | | | | |
| Borrower(s) Name(s) and Address, City, State, Zip: | | |  | Borrower(s) phone/email: |  | |
| Lender Name and mailing address (including dba): | | |  | Lender Email: |  | |
| Lender phone No.: | | |  | Lender Fax No.: |  | |
| Package Request Received date: | | |  |  |  | |
| Loan No. or MIN: | | |  | Loan Amount: |  | |
| Name of Loan Program (i.e. HUD, Sec. 184, VA, etc.) | | |  |  |  | |
| TRACT INFORMATION | | | | | | |
| TAAMS LAC/Tract No./Allotment No.: | | |  |  |  | |
| CHECKLISTNotes | | | | | | |
| **Agency Preliminary Review:** | | | | | | |
| 1. | ☐ | Encode into Mortgage Tracker | | | |  |
| 2. | ☐ | Review package to confirm all required documents received  ☐ Commitment Letter Stating Loan Terms and Conditions, loan purpose (rehab, new construction, refinance, consolidation, purchase)  ☐ Copy of borrower’s Application (signed by borrower(s)) ☐ Copy of the lender’s Appraisal  ☐ Authorization/Consent to Share Information with BIA (if applicable) ☐ Legal Description/Survey ☐ BIA Disclosure Statement (terms and conditions information) ☐ Original/Certified Copy of Satisfaction, if applicable  ☐ Draft Deed of Trust and Promissory Note | | | | If incomplete, return using Attachment 14 |

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|  |  | **Additional documents that may also accompany the mortgage:** ☐ ROW/Legal Ingress/Egress (if landlocked parcel)  ☐ Statement: Borrower is not delinquent on Federal debt (HUD 184 only)  ☐ Certified Title Status Report (TSR) if not included in package ☐ Proof of Employment |  |
| 3. | ☐ | Prepare NEPA Documentation (as applicable).  May utilize HUD NEPA review document, if applicable (516 DM 10.5 M. (3)) | Attachment 7 |
| 4. | ☐ | Review Mortgage Documents   * Correct legal description * Confirm Foreclosure clause * Confirm landowners signature on applicable documents |  |
| 5. | ☐ | Prepare transmittal letter to Regional Office | Attachment 15 |
| **Region Comprehensive Review:** | | | |
| 6. | ☐ | Update Mortgage Tracker |  |
| 7. | ☐ | Review lender’s appraisal |  |
| 8. | ☐ | Review terms of loan and lender’s credit analysis |  |
| 9. | ☐ | Review Draft Deed and Note |  |
| 10. | ☐ | Submit recommendation to Regional Director for approval/disapproval |  |
|  |  | **If package is approved:** |  |
| 11. | ☐ | Prepare Commitment to Approve for Regional Director signature | Attachment 16 |
| 12. | ☐ | Send Commitment letter to lender   * Enclose BIA Disclosure Statement | Attachment 17 |
|  |  | **If package is disapproved:** |  |
| 13. | ☐ | Prepare letter for disapproval with appeal rights | Attachment 19 |
| **Final Approval Process:** | | | |
| 14. | ☐ | Mortgage documents from the lender:   * Original Mortgage/Deed of Trust; ensure starting and ending dates are stated * Certified True and Correct copy of Promissory Note * Rider (if applicable) * Disclosure Statement, initialed by the borrower * Copies of all signed and finalized loan documents * Releases and Satisfactions, if applicable |  |

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| 15. | ☐ | Attach Certificate of Approval with mortgage documents for Regional Director’s signature | Attachment 18 |
| 16. | ☐ | RD recommendation memo routing mortgage documents & Certificate of Approval to Regional Director for Signature | Attachment 21 |
| **Recording**: | | | |
| 17. | ☐ | If applicable, Regional Office assigns a legal document identification number to the land mortgage document | May need to request  from Agency |
| 18. | ☐ | If applicable, create Contractor Name & ID in TAAMS for lender |  |
| 19. | ☐ | Scan mortgage documents to TIR |  |
| 20. | ☐ | LTRO Recording process   * Complete post quality review of mortgage documents * Encode in Legal Document Module * X-REF to title tract |  |
| 21. | ☐ | Realty to X-REF to borrower’s Name & Address ID |  |
| |  |  |  |  | | --- | --- | --- | --- | | 22. | ☐ | Request Certified TSR | Can submit request  concurrently with  documents for recording | | | | |
| 23. | ☐ | Transmit approved and recorded package to the lender | Attachment 12 |
| 24. | ☐ | Transmit certified TSR to lender | Copy to case file |
| 25. | ☐ | Update Mortgage Tracker and close transaction |  |