

MODEL ONAP LOSS MITIGATION ADVANCE SUBMISSION CHECKLIST

Case Number: _____ Borrower Name: _____

Lender Name: _____ Date: _____

Check If Provided	REQUIRED DOCUMENTATION
<input type="checkbox"/>	Cover letter – <i>Provides a brief description of the transaction and the lender contact name, email address and phone number.</i>
<input type="checkbox"/>	HUD Form 27011
<input type="checkbox"/>	Copy of executed Forbearance Agreement (if applicable)
<input type="checkbox"/>	Lender validation of Borrower’s request for a COVID-19 Forbearance, testament of Borrower’s COVID-19 impact and method of Borrower’s communication (mail, email, telephone, fax or text).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Verification of Borrower Eligibility. The lender must ensure the following eligibility requirements are met:</p> <p style="padding-left: 40px;"><input type="checkbox"/> The mortgage was current or less than 30 days past due as of February 1, 2020.</p> <p style="padding-left: 40px;"><input type="checkbox"/> The mortgage was in default prior to February 1, 2020.</p> <p style="padding-left: 40px;"><input type="checkbox"/> The COVID-19 Loss Mitigation Advance provided (including any and all previous Loss Mitigation Advance does not exceed the 30% limit of the Unpaid Principal Balance.</p> <p style="padding-left: 40px;"><input type="checkbox"/> The Borrower indicates they have the ability to resume making on-time mortgage payments.</p> <p style="padding-left: 40px;"><input type="checkbox"/> The property is owner-occupied.</p>
<input type="checkbox"/>	Lender verifies the Forbearance Agreement terms and Borrower’s successful completion or termination of the Agreement. - <i>The COVID-19 Forbearance Loss Mitigation Advance includes only arrearages, which consists of principal, interest, taxes, and insurance. No other charges or fees are allowable.</i>

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<input type="checkbox"/>	<p><i>HUD has provided model COVID-19 Loan Modification documents. The Lender must utilize documents that comply with elements of the model documents. ONAP cannot accept FHA documents. The Lender must ensure the Section 184 Mortgage remains in first lien position and is legally enforceable.</i></p> <p>Original executed COVID-19 Forbearance Loss Mitigation Advance Promissory Note and the original recorded COVID-19 Forbearance Loss Mitigation Advance Subordinate Mortgage/Deed of Trust. <i>The Lender must submit a copy of these documents using ONAP's electronic document deliver portal and send the originals to HUD via overnight or two-day delivery service:</i></p> <p style="text-align: center;">U.S. Department of Housing and Urban Development Office of Native American Programs/OLG 451 Seventh St. SW, Room 4108 Washington, DC 20410</p>
<input type="checkbox"/>	Evidence of the date the lender received the executed COVID-19 Forbearance Loss Mitigation Advance documents from the Borrower.
<input type="checkbox"/>	Evidence of the date the COVID-19 Forbearance Loss Mitigation Advance Subordinate Mortgage/Deed of Trust was submitted for recordation. <i>This is not required for Section 184A loans.</i>
<input type="checkbox"/>	Updated Title Policy or Certified Title Status Report showing recordation of COVID-19 Forbearance Loss Mitigation Advance Subordinate Mortgage/Deed of Trust. <i>This is not required for Section 184A loans.</i>
<input type="checkbox"/>	Section 184/184A loan Payment History