Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Borrower Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lender Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Check if provided | Required Documentation |
| **□** | Cover letter – *Provides a brief description of the transaction and the Lender contact name, email address and phone number.* |
| **□** | HUD Form 27011. |
| **□** | Copy of executed COVID-19 Forbearance Agreement (if applicable). |
| **□** | Lender validation of Borrower’s request for a COVID-19 Loss Mitigation Assistance *– A testament of Borrower’s COVID-19 impact and method of Borrower’s communication (mail, email, telephone, fax or text).* |
| **□**  **□**  **□** | Lender Certification of Borrower Eligibility. The Lender must ensure the following eligibility requirements are met:  The Borrower has a COVID-19 Forbearance, or the Borrower is 90 days or more in default and affirms that they can resume monthly mortgage payments (Recovery LMA only) or modified mortgage payments (Recovery Loan Modification).  The LMA (including any and all previous LMAs) does not exceed the 25% limit of the Unpaid Principal Balance.  The property is owner-occupied. |
| **□** | If applicable, Lender verification of the COVID-19 Forbearance Agreement terms and Borrower’s successful completion or termination of the Agreement. |
| **□** | Evidence of the calculations used to determine the LMA amount and availability, and the calculation of the Target Payment, if Borrower has a COVID-19 Recovery Loan Modification. |
| **□** | Section 184/184A loan payment and accounting history. |
| **□** | Section 184: Copies of the executed Section 184 COVID-19 Recovery LMA Promissory Note and COVID-19 Recovery LMA Subordinate Mortgage/Deed of Trust.  Section 184A: Original executed Section 184A COVID-19 Recovery LMA Promissory Note.  ***ONAP cannot accept FHA documents.*** |
| **□** | Evidence of the date the Lender received the executed COVID-19 Recovery LMA documents from the Borrower. |
| **□** | Evidence of the date the COVID -19 Recovery LMA Subordinate Mortgage/Deed of Trust was submitted for recordation. *This is not required for Section 184A loans.* |
| ***Post Submission Documentation:*** | |
| **□** | For Section 184: Original Executed COVID-19 Recovery LMA Promissory Note and Recorded COVID-19 Recovery LMA Subordinate Mortgage/Deed of Trust.  *HUD will process Lender payment upon receipt of original documents.* |
| **□** | Updated Title Policy or Certified Title Status Report showing recordation of COVID-19 Recovery LMA Subordinate Mortgage/Deed of Trust. *This is not required for Section 184A loans.* |