



Series 2023 Single Family Mortgage Revenue Bond Program

Exhibit A- Compliance Checklist

CERTIFICATE OF PROGRAM ADMINISTRATOR AS TO COMPLIANCE

Servicer Loan Number:

Reservation Date:

Borrower Name(s) and Address:

Lending Institution:

Name

Phone

E-Mail

Loan Officer:

Processor:

Underwriter:

Manager:

Please scan and send the following documents to the JPFA 5 days prior to closing:

[financeauthority@jpfinanceauthority.com](mailto:financeauthority@jpfinanceauthority.com):

1. Bond Program Exhibit A- First Mortgage Loan Origination Lender Information Form
2. A fully executed Sales Agreement signed by the buyer(s) and seller(s) to verify purchase price and location of property.
3. 3 years of signed tax returns with all W2s, Schedules, 1099s, or IRS Tax Return Transcripts and Form W2 Wage and Income Statement.
4. Verification of Employment (VOE) from all employers for the past two years, Year to Date Paystubs, Self-Employed Profit and Loss Statement, Commission, Child Support, Alimony, Social Security, etc. The JPFA will include all the income of adult (18 years of age and over) members of the household. Item #3 will also be used to verify Heroes to Homeowners eligibility (Heroes to Homeowners- Exhibit A will need to be signed and notarized and sent with Bond Program- Exhibit C prior to closing to fund DPA).
5. Completed, Signed and Notarized Mortgagor Affidavit- used to certify household income and total acquisition cost.
6. Credit Report.
7. Copy of Homebuyer Education Certificate if applicable.

**Please call the JPFA office at 504-736-6311 for assistance.**

Program Fees:

Document Review Fee: \$500

Tax Service Fee: \$91

Normal and Customary Lender Fees

Lock Extension Fee (Due to JPFA): \$375

Please monitor JPFA for any changes to their Fees and Program Guidelines.

Missing Critical Doc Fee - Once a loan is suspended by SMC a lender has 10 business days to clear those conditions. If all conditions aren't cleared by the 15th business day the lender will owe SMC a \$250 missing critical doc fee.

JPFA is not exempt from recordation fees. Usual and customary recording fees will apply.

All fees must be disclosed on the Lending Disclosures and Closing Disclosure for the first mortgage.

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JPFA will provide the following to the lender prior to funding DPA Request:

Certificate of Program Administrator as to Compliance

Lender will provide the following to fund DPA and Heroes to Homeowners grant (if eligible):

Bond Program- Exhibit C

Heroes to Homeowners- Exhibit A

Closing Disclosure (draft acceptable, send final draft when received)

Return to JPFA after Closing:

Notice to Buyers/Notice of Potential Recapture

Second Mortgage Promissory Note/Jefferson Parish Finance Authority

Affidavit of Consignor or Guarantor (if needed)

Deliver Completed Loan Package to Standard Mortgage Corporation:

Tax-Exempt Financing Rider to Security Instrument