Loan Closing Packages need to be assembled as follows:

- Loans to new HHF borrowers approved for UMAP and MLRP will be documented by:

  Approval Letter
  Summary Disclosure of Loan Terms
  Partial Payment Agreement
  Promissory Note and Rider to Promissory Note
  Subordinate Mortgage
  Closing Document Checklist
  Automatic Withdrawal Form
  Voided Check Form (check TAPED to form)

- Loans to new HHF borrowers approved for MLRP only will be documented by:

  Approval Letter
  Summary Disclosure of Loan Terms
  Promissory Note and Rider to Promissory Note
  Subordinate Mortgage
  Closing Document Checklist

- Modified loans to all current and previous HHF borrowers except for pilot program borrowers will be documented by:

  Approval Letter
  Summary Disclosure of Loan Terms
  Partial Payment Agreement
  Note, Mortgage and Loan Modification Agreement
  Modification Closing Document Checklist
  Automatic Withdrawal Form
  Voided Check Form (check TAPED to form)