



## Due Diligence Checklist

**The following items are requested to submit the file for review:**

- ❑ Recorded copy of the Security Instrument (Deed of Trust, Mortgage, Contract for Deed)
- ❑ Signed copy of the Note
- ❑ Recorded copies of all intervening Assignments/ Warranty Deeds and Note Endorsements (if applicable)
- ❑ Credit Report on Borrowers (if available, but not required)
- ❑ Pay History
- ❑ Title Policy (If the security instrument is a Deed of Trust or Mortgage this could be in the form of either a Mortgagee'/ Lender's Policy from the original sale, or a new Commitment. If the Security Instrument is a Contract for Deed a new Commitment will be required)
- ❑ Borrower's information (mailing address, social security number, phone number)
- ❑ Property Address, legal description, and parcel number
- ❑ Appraisal (if available but not required)
- ❑ Proof of insurance (if property has a structure on-site)
- ❑ Settlement statement from the sale of the property