

IDAHO HOUSING and FINANCE ASSOCIATION
NEW MEXICO MORTGAGE FINANCE AUTHORITY
LENDER DELIVERY CHECKLIST
Subordinate Mortgage DPA Programs

Revised: April 2026

Idaho Housing Loan # _____ Borrower Name _____
Lender Contact _____ Lender Contact Phone _____
Lender Contact Email _____

- * **Original 2nd and 3rd Notes** endorsed to **New Mexico Mortgage Finance Authority** and Signature Affidavit delivered to:
 - **Housing New Mexico | MFA 7425 Jefferson St. NE, Albuquerque, NM 87109 – Attn: Document Management Department**
- * Loan File delivered electronically in “Lender Connection” web portal
 - Using first mortgage loan number
- * Original recorded 2nd and 3rd Mortgages, including all original Riders delivered to:
 - **Housing New Mexico | MFA 7425 Jefferson St. NE, Albuquerque, NM 87109 – Attn: Document Management Department**
- * **New Mexico Mortgage Finance Authority Requires the subordinate loans to be assigned via MERS**

LOAN FILE DELIVERY – IHFA MUST RECEIVE THE ENTIRE LOAN FILE

Please Upload the required documents in the stacking order listed below, then follow with the remaining Underwriting documents of the file. You may use two separate uploads if necessary

DOCUMENTS FOR LOAN PURCHASE REVIEW

- _____ Fully completed All DPA Programs Loan Delivery Checklist (this checklist)
- _____ Borrower Update/Verification Form
- _____ Second Mortgage Reservation/Lock Commitment
- _____ Second Mortgage Compliance Approval/Loan Purchase Commitment
- _____ Second Mortgage DPA Mortgage Loan Commitment
- _____ Copy of Second Mortgage Note endorsed to **New Mexico Mortgage Finance Authority: Original is delivered to:**
 - **Housing New Mexico | MFA 7425 Jefferson St. NE, Albuquerque, NM 87109 – Attn: Document Management Department**
- _____ Signature/Name Affidavit, **MUST BE NOTARIZED**
- _____ Copy of Second Mortgage with all applicable riders, **MUST INCLUDE HUD Subordinate Mortgage Rider** if first is an FHA
- _____ Third Mortgage Reservation/Lock Commitment
- _____ Third Mortgage Compliance Approval/Loan Purchase Commitment
- _____ Third Mortgage DPA Mortgage Loan Commitment
- _____ Copy of Third Mortgage Note endorsed to **New Mexico Mortgage Finance Authority: Original is delivered to:**
 - **Housing New Mexico | MFA 7425 Jefferson St. NE, Albuquerque, NM 87109 – Attn: Document Management Department**
- _____ Signature/Name Affidavit, **MUST BE NOTARIZED**
- _____ Copy of Third Mortgage with all applicable riders, **MUST INCLUDE HUD Subordinate Mortgage Rider** if first is an FHA
- _____ Copy of Power of Attorney for Mortgagor/Seller OR a copy of court appointment of a Personal Representative, if any documents have been signed on behalf of the borrower or seller by a Power of Attorney or Personal Representative
- _____ Final Closing Disclosures (1st and 2nd and 3rd Loans) fully executed by the Buyer
- _____ First Payment Letter, 2nd Mortgage
- _____ First Payment Letter, 3rd Mortgage (if applicable)
- _____ Hazard Insurance Binder
 - transferred to HomeLoanServ ISAOA/ATIMA, P.O. Box 818009, Cleveland, OH 44181
 - IHFA’s Loan # – **MUST show New Mexico Mortgage Finance Authority as the Second and Third Loss Payee using the following clause: New Mexico Mortgage Finance Authority, ISAOA.ATIMA, 7425 Jefferson St. NE, Albuquerque, NM 87109 with MFA’s Second and Third Mortgage Loan numbers (if applicable)**
- _____ Condo Master Insurance Binder, if applicable
 - transferred to HomeLoanServ ISAOA/ATIMA, P.O. Box 818009, Cleveland, OH 44181 IHFA’s Loan # – **MUST show New Mexico Mortgage Finance Authority as the Second and Third Loss Payee using the following clause: New Mexico Mortgage Finance Authority, ISAOA.ATIMA, 7425 Jefferson St. NE, Albuquerque, NM 87109 with MFA’s Second and Third Mortgage Loan numbers (if applicable)**
- _____ Condo Hazard Insurance Binder, if applicable
 - transferred to HomeLoanServ ISAOA/ATIMA, P.O. Box 818009, Cleveland, OH 44181 IHFA’s Loan # –

MUST show New Mexico Mortgage Finance Authority as the Second and Third Loss Payee using the following clause: New Mexico Mortgage Finance Authority, ISAOA.ATIMA, 7425 Jefferson St. NE, Albuquerque, NM 87109 with MFA's Second and Third Mortgage Loan numbers (if applicable)

- _____ Flood Hazard Determination, for continued life of loan monitoring
Transferred to HomeLoanServ, P.O. Box 7899, Boise, Idaho 83707
- _____ Flood Hazard Insurance Binder, if applicable
transferred to HomeLoanServ ISAOA/ATIMA, P.O. Box 818009, Cleveland, OH 44181 IHFA's Loan # –
MUST show New Mexico Mortgage Finance Authority as the Second and Third Loss Payee using the
following clause: New Mexico Mortgage Finance Authority, ISAOA.ATIMA, 7425 Jefferson St. NE,
Albuquerque, NM 87109 with MFA's Second and Third Mortgage loan numbers (if applicable)
- _____ Hazard Insurance Authorization, Requirements and Disclosure
- _____ FINAL Second Mortgage Loan Application (URLA), fully executed
- _____ INITIAL Second Mortgage Loan Application (URLA), fully executed
- _____ FINAL Third Mortgage Loan Application (URLA), fully executed (if applicable – if loan is non-amortizing lender
may not generate)
- _____ INITIAL Third Mortgage Loan Application (URLA), fully executed (if applicable – if loan is non-amortizing lender
may not generate)