



## LENDER NOTICE

### January 30, 2020—Post Closing Items

Good day, please review the following.

1. Lenders are reminded that all original final recorded documents (mortgage, assignment) and title policy must be submitted to New Hampshire Housing within 60 days of loan purchase. Delays in submitting these documents (or providing corrected documents when requested by New Hampshire Housing) could lead to financial penalty assessed by New Hampshire Housing.
  - a. For example: if the delay requires New Hampshire Housing to take steps to obtain documents thus billing lenders for that work, or if Ginnie Mae requires New Hampshire Housing to post a bond due to missing document(s), charging the delinquent lender for the bond costs.
2. Lenders should not hole punch or staple documents and all final documents must be legible. We have had some mortgages rejected by our document custodian due to hole punches going through the recording information. Corrective documents may be needed if this happens.

For any questions, please contact Mike Chadbourne at 603.310.9247 or [mchadbourne@nhhfa.org](mailto:mchadbourne@nhhfa.org).

Thank you,  
New Hampshire Housing Homeownership Team