

NAME: _____ ADDRESS: _____

POST CLOSING CHECKLIST – NSP ONLY/HOLDS

CALL CLIENT

- ☐ Notify NSP Residential has purchased their home
- ☐ Remind them that the first Use & Occupancy bill will be on the 1st and the 15th of every month
- ☐ Fill out Finance Closing Form for Use & Occupancy Period Form
- ☐ If applicable, get tenant information for Use & Occupancy Form & ask for copies of any leases

CONTROLLER E-MAIL

- ☐ Send scan of ACH form, Use & Occupancy Finance Form, Appraisal, Addendum to the U&O Agreement (if applicable) and leases (if applicable)

ENCOMPASS

BCC Negotiations Form

At middle bottom of form, under **Final NSP Purchase Price:**

- ☐ **Amount:** amount seller agreed to sell property to NSP
- ☐ **Date of Purchase:** date NSP purchased property
- ☐ **Settlement Amount:** line 303 on NSP HUD (actual cost for NSP to purchase including all closing costs)

At bottom left of form, under **Maximum Amount From Client:**

- ☐ **Monthly Payment:** use & occupancy amount
- ☐ **Rent to buy Period:** length of hold
- ☐ **Rent to buy End Date:** closing date + length of hold

Move loan to Rent to Buy folder in Encompass:

- ☐ In Pipeline view, right click on file line, select Move to Folder, select Rent to Buy

- ☐ **NSP HUD:** when received, upload to E-Folder & physical file

- ☐ **Put physical folder in Use & Occupancy drawer**