

FHA Loans Underwriting Submission Checklist

| Client Information | | | |
|--|---|-------------------|--------------------------------|
| Client Name | | | |
| Contact Name | | Contact Phone # | |
| E-Mail Address | | | |
| Communication Preference | E-Mail | Phone | |
| Loan Information | | | |
| Borrower Name(s) | | | |
| FHA Streamline Loan | Yes | No | Date Loan Locked With Borrower |
| 1. Instructions | | | |
| <div>1. Use this form for all FHA loans.</div> <div>2. Release the AUS findings to AFR, if applicable</div> <div>3. Complete the Base Loan Amount and Total Loan Amount in section 2 below.</div> <div>4. Check the documents included in the submission package in section 3 below.</div> <div>5. Upload the documents to AFR.</div> <div>6. Note: This form must be fully completed. Loans with incomplete checklists will not be underwritten.</div> | | | |
| 2. Client Loan Calculation | | | |
| Base Loan Amount | | Total Loan Amount | |
| 3. Underwriting Submission Documents | | | |
| Regulatory Compliance Documents | | | |
| | Loan Estimate (LE) (with Applications taken on and after 10/3/15) | | |
| | List of Settlement Service Providers or List of Settlement Service Providers not included as the borrower was not permitted to shop for service providers; all service providers were selected by Lender. | | |
| | Intent to Proceed | | |
| | Right to Receive Copy of Appraisal Report, dated within 3 days of application, for all appraisals ordered. | | |
| | HOEPA Homeownership Counseling Agencies Notice, dated within 3 days of application. | | |
| | State disclosures, as applicable. | | |
| | Risk Based Pricing Notice | | |
| Application Documents | | | |
| | Initial 1003 application, fully completed and signed and dated by the borrower(s) and the loan originator. The Originator ID & Company ID numbers must be included. | | |
| | Borrower Authorization, executed by all borrowers. | | |
| AUS, Employment, Income & Asset Documents | | | |
| | Non Streamline Refi Loans: Complete AUS findings report, with findings released to AFR. (Mandatory) | | |
| | Non Streamline Refi Loans: Employment documentation as specified by the AUS Findings. (Mandatory) | | |
| | Non Streamline Refi Loans: Income documentation as specified by the AUS Findings. (Mandatory) | | |
| | Asset documentation: (Mandatory) Non Streamline Refi Loans: As specified by the AUS Findings. Streamline Refi Loans: Documentation supporting sufficient funds to close. | | |

| Credit Documents | |
|--------------------------------|---|
| | Credit report – For community property states (AZ, CA, ID, NV, NM, TX, WA & WI), include a credit report for a spouse who is not a borrower – (Mandatory) |
| | Current mortgage verification to include a 12 month history |
| | Letter of explanation for any credit inquiries within the prior 90 days |
| | Letter of explanation for any derogatory mortgage credit |
| | Letter of explanation for any address variations between the credit report and the 1003 |
| Purchase / Refinance Documents | |
| | Purchase Transactions: Purchase Contract, complete and with all addenda, signed and dated by all buyers and sellers Amendatory Clause, signed and dated by all buyers and sellers Real Estate Certification, signed and dated by all buyers, sellers and selling agent |
| | Refinance Transactions: Copy of Note(s) for mortgage(s) to be paid off Copy of current payoff statement(s) for mortgage(s) to be paid off Copy of FHA Refinance / Netting Authorization (if FHA to FHA refinance) |
| Appraisal Documents | |
| | Non Streamline Refi Loans: Complete appraisal with all required attachments: Is Included To follow |
| Title Documents | |
| | Title Report, Commitment or Binder: Is Included To follow |
| FHA Documents | |
| | CAIVRS Authorization Number(s) printout for all borrowers |
| | HUD-92900-A, HUD Addendum to Uniform Residential Loan Application |
| | HUD-92900-LT, FHA Loan Underwriting and Transmittal Summary |
| | FHA Case Number Assignment reflecting correct AFR relationship and completed SS validation |
| | Informed Consumer Choice Disclosure Notice |
| | Important Notice to Homebuyers |
| | Notice to Homebuyer / Assumption Notice |
| | LDP / GSA search results for all parties to the transaction (buyer, seller, real estate agents, loan officer) |
| | Streamline Refis Only: Evidence that borrower has made at least 6 consecutive, regular payments on the existing FHA loan at the time of the streamline refi application |