

See second page for Public Burden

Office of Housing - Federal Housing Commissioner

CASE NUMBER: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

**RIGHT SIDE OF BINDER:**

(Note: This does not represent a stacking order)

1. A R **AUTOMATED UNDERWRITING FEEDBACK CERTIFICATE/FINDINGS REPORT**
  2. A R **FIRST-TIME HOME BUYER COUNSELING CERTIFICATE (Hawaiian Homeland Loans only)**
  3. A R **LATE REQUEST FOR ENDORSEMENT CERTIFICATION (ML 05-23)**
  4. A R **MORTGAGE CREDIT ANALYSIS WORKSHEET (HUD 92900-WS OR HUD 92900-PUR) OR FHA LOAN UNDERWRITING AND TRANSMITTAL SUMMARY (HUD-92900-LT)**  
Signed & dated by DE Underwriter and reflects U/W ID#  
AUS loans should reflect the system used and appropriate ID #. A DE Underwriter DOES NOT need to sign.  
IF APPLICABLE: 203K Worksheet (HUD 92700), EEM worksheet, 203h documentation
  5. A R **NOTE (Include Note for Secondary Mortgage when applicable):**  
Certified true copy unless there is a blanket certification in the file  
Contains all 9 paragraphs of model note  
Signed/conformed/executed  
Mortgage amount is not higher than approved (92900-WS or PUR #3c & page 3 of HUD 92900-A)  
Term of mortgage is the same as approved (92900-WS or PUR #7) Maximum term is 360 months  
Property Address same as on URAR and reflects correct FHA case number and ADP Code  
Applicable Allonges/Agreements (796 Buydown, 203K Rehabilitation Loan agreements, etc.)
  6. A R **SECURITY INSTRUMENT (Include Security Instrument for Secondary Mortgage when applicable):**  
Certified true copy unless there is a blanket certification in the file  
Signed/conformed/executed  
Paragraph 9 (Grounds for Acceleration)  
Paragraph 18 (Foreclosure Procedures)  
Property Address same as on URAR  
Applicable Riders (PUD, CONDO, ARM, 203k, etc)
  7. A R **HUD-1 SETTLEMENT STATEMENT & ADDENDUM**  
Addenda signed by Borrower, Seller and Settlement Agent – required on all purchase transactions (NOTE: HUD, as the seller, does not sign on REO Sales)  
Legible copies of pages 1 and 2 of the HUD-1 or HUD-1A should be provided  
NOTE: Refinance HUD-1 may be a one-page form (HUD-1A); an addendum is not required  
Do not issue a Notice of Return (NOR) because of missing signatures on either purchase or refinance transactions.
  8. A R **UNIFORM RESIDENTIAL LOAN APPLICATION (URLA) Signed and dated by all borrowers**
  9. A R **ADDENDUM TO URLA (HUD 92900-A, PAGES 1, 2, 3 & 4)**  
Completed, signed and dated by appropriate parties  
Page 3 signed by DE Underwriter or identified as AUS with appropriate ID
  10. A R **CREDIT REPORT(S)**
  11. A R **ASSET VERIFICATION--VOD and/or bank statements**
  12. A R **GIFT LETTER (if gift is shown on Mortgage Credit Analysis Worksheet)**  
NOTE: AUS Accept: does not need a letter; gift may be noted on the application (URLA) in-lieu-of a gift letter
  13. A R **INCOME VERIFICATION--May be any of the following: Written or Verbal VOE and pay stub, Federal Tax Returns, Evidence of Pension/Retirement**
  14. A R **EVIDENCE OF SOCIAL SECURITY NUMBER (Copy of Social Security Card, pay stub, W-2, etc.)**
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15. A R **IF APPLICABLE: MORTGAGEE ASSURANCE OF COMPLETION (HUD 92300)** Completed & Signed
16. A R **COMPLIANCE INSPECTION REPORT (HUD 92051)**, Countersigned by DE Underwriter, or evidence repair requirements or certifications have been completed. Local government or professional tradesman inspection may be acceptable.
17. A R **IF APPLICABLE: (Existing Properties) WOOD DESTROYING INSECT INFESTATION REPORT**, Form NPMA-33 or State mandated infestation report.
18. A R **IF APPLICABLE: LOCAL HEALTH AUTHORITY'S APPROVAL** for individual water and/or sewer systems.
19. A R **NEW CONSTRUCTION EXHIBITS:**  
Builder's Certification (HUD 92541): Completed & Signed  
Builder's One-Year Warranty (HUD 92544)  
As applicable:  
  - An early start letter
  - Evidence of a 10-year warranty
  - 3 inspections completed by local authority
  - Building Permit and CO
  - FHA Compliance Inspector (footings, frame & final)(NOTE: Manufactured Homes require only 2 inspections by FHA Compliance Inspector)  
As applicable: Subterranean Termite Treatment Report - NPCA-99a and NPCA-99b
20. A R **STATEMENT OF APPRAISED VALUE (HUD 92800.5B)**
21. A R **IF APPLICABLE: ENGINEER'S CERTIFICATE FOR MANUFACTURED HOUSING FOUNDATION**
22. A R **REAL ESTATE APPRAISAL:** Correct appraisal form utilized/Completed/signed/dated by appraiser  
  - Form 1004 for single unit properties.
  - Form 1025 for 2-4 unit properties.
  - Form 1073 for Condos.
  - Form 1004c for Manufactured Homes.**If MAR documentation:** HUD-91322 and HUD-91322.3, including all attachments and amendments  
**If VA issued NOV/MNOV documentation:** including all attachments and endorsements
23. A R **SPECIALIZED ELIGIBILITY DOCUMENTS (SUCH AS, BUT NOT LIMITED TO):**  
203(k): Rehabilitation Agreement, Plans, Work Write-ups, Cost Estimates, and Initial Draw Request  
Form HUD-92561—Borrower's Contract with Respect to Hotel and Transient Use of Property (2-4 units)  
Condominiums: Verification regarding 51% owner occupancy. Spot Condo documentation (if spot approval)
24. A R **PURCHASE CONTRACT AND ADDENDA (not required on refinances)**

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This information is required to determine the eligibility of loans for FHA mortgage insurance. Lenders are not required to use this format when conducting a pre-endorsement review under the Lender Insurance program. This format is provided to illustrate what should be included in a pre-endorsement review under the Lender Insurance program. Section 256 of the National Housing Act [12 U.S.C 1715z-21] allows for delegation of authority to endorse FHA mortgage loans without a pre-endorsement review conducted by FHA. Lenders approved to participate in this program will conduct their own pre-insurance review. The public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a valid OMB control number.

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