

FHA CHECKLIST

Date _____ Case # _____ Type P R/T C/O
 Borrower _____ Loan # _____
 Address _____ USPS _____
 Social Security Number(s) B _____ - _____ - _____ CB _____ - _____ - _____
 Rate Lock @ _____ % _____ months Expires _____
 Contact: _____ Phone: _____ E-Mail: _____

1003/1008

Initial Loan Application (1003) Dated _____ Initial Addendums (92900-A) Dated _____
 Martial Status: Married Unmarried

Notes: _____

4506-T 4506-T**ALL DISCLOSURES**

- | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> HUD Model Informed Consumer Choice Disclosure | <input type="checkbox"/> Borrower Signature Authorization |
| <input type="checkbox"/> HUD For Your Protection: Get a Home Inspection | <input type="checkbox"/> ECOA Disclosure |
| <input type="checkbox"/> Important Notice to Homebuyers (92900-B 12/2004) | <input type="checkbox"/> Right to Receive Appraisal |
| <input type="checkbox"/> FHA Lead Based Paint Notice (if built prior to 1978) | <input type="checkbox"/> Fact Act Disclosure |
| <input type="checkbox"/> Mortgage Servicing Transfer (to Reflect 06, 07, 08 100%) | <input type="checkbox"/> Identity of Interest Disclosure |
| <input type="checkbox"/> Truth In Lending Disclosure | <input type="checkbox"/> Good Faith Estimate CC=\$ _____ |
| <input type="checkbox"/> Privacy Act/Patriot Act | <input type="checkbox"/> PP=\$ _____ |
| <input type="checkbox"/> MLO Agreement | <input type="checkbox"/> Arkansas Disclosure Certification |
| <input type="checkbox"/> Virginia Customer Agreement | <input type="checkbox"/> Kansas Customer Acknowledgement |
| <input type="checkbox"/> Disclosures for Michigan | |
| <input type="checkbox"/> Borrower's Bill of Rights | <input type="checkbox"/> List of Agencies |
| <input type="checkbox"/> Consumer Caution & Home Ownership Counseling Notice | |

Notes: _____

APPRAISAL

- Appraisal-Dated _____ (6 Month Expiration) Appraised Value \$ _____
 Subject Property Address Matches USPS Compliance Inspection (Form HUD-92051)
 Appraiser To Match Case # Assignment (name) _____ (lic) _____
 Pest Inspection Legal Description Matches Title Pud or Condo specified in GMOS Flood Zone

Notes: _____

ASSETS

- Verification of Deposit Amount \$ _____ Date Expires _____
 Bank Statements Amount \$ _____ Date Expires _____
 Retirement Statments Amount \$ _____ Date Expires _____

Notes: _____

BUILDER DOCS

- NPCA-99a (Subterranean Termite Treatment Builder's Certification and Guarantee) required when treatment for prevention of subterranean termite infestation is specified by builder
 NPCA-99b (New Construction Subterranean Termite Soil Treatment Record) required on new construction whee soil was treated. This form is completed by the licensed pest control co.
 92544 (One Year Warranty 8/92)
 92541 (Builders Certification Form 4/2001)
 Builder's 2-10 Warranty OR Builders Permit and Occupancy Cert

HOA

- FHA Condo Approval
 Condo Certification of 51% Occupancy from Condo Association or Management Firm

CAIVRS/CASE#/LDPGSA

- Case Number Assignment CAIVRS
 LDP (Borrower(s), Seller(s), Closing Agents, Real Estate Agents, Loan Officer, Appraiser)
 GSA (Borrower(s), Seller(s), Closing Agents, Real Estate Agents, Loan Officer, Appraiser)

Notes: _____

COURT DOCS

- Bankruptcy Papers Including Discharge Discharge Date _____
 Divorce Decree POA approved by John Douglas
 Court Order Child Support/Alimony Received for 12 Months 3 Years Continuance

Notes: _____

CREDIT/ALT TRADELINES

- Credit Report -Dated _____ (90-Day Exp) Borrowers FICO _____ Co-Borrowers FICO _____

NOTE: USE LOWER OF THE TWO FICO SCORES

- Alt Tradelines
- Verification of Mortgage/Rental (12 Month History, must be within 30 days of closing)]
- Non-Title Spouse, required to Include Debt(s) in the debt ratio; separate infile report required

Notes: _____

GIFT LETTER

- Gift Letter Amount \$ _____
- Donor's bank statement verifying available funds
- Documentation showing the transfer of funds from the donor to the borrower(s)

Notes: _____

INCOME DOCS

- Verification of Employment
- YTD Pay Stub(s) Income \$ _____ Date Expired _____
- 2007 W-2 2008 W-2
- Verification of Employment
- YTD Pay Stub(s) Income \$ _____ Date Expired _____
- 2007 W-2 2008 W-2
- YTD Profit & Loss and Balance Sheet
- 2 Years Individual Tax Returns (all schedules, signed and dated)
- 2 Years Business Tax Returns (all schedules, signed and dated)
- Social Security/Disability/Retirement
 - Awards Letter Received for 3 Months Will continue for 3 years
- Rental Income
 - Completed REO Section Lease Agreements (for all rentals with current signatures)

Notes: _____

LOE'S

- Letter of Explanation for Derogatory Credit Signed by Borrower(s)
- Letter of Explanation for Recent Inquiries

PAYOFF

- Pay-Off good thru _____ Original Note Copy of Original HUD-1
- 2nd Mortgage Pay off good thru _____ Attorney fees or Late Fees

Notes: _____

PURCHASE CONTRACT

- Purchase Agreement (original or certified copy) Purchase Price \$ _____
- Amendment to Purchase Contract (if applicable) Seller Paid CC \$ _____
- Real Estate Certification Addendum to the Purchase Agreement
- Amendatory Clause
- Evidence of Earnest Money Held by Closing Agent \$ _____

Notes: _____

TITLE/CLOSING

- Title Commitment-Effective Date _____ (90 day Exp) Policy Amount \$ _____
- 12 Month Chain of Title
- Tax Certificate Amount \$ _____/Month
- Wire Instructions
- CPL (Gateway) CPL (American Southwest)
- Title Fee Sheet Closing Fee Sheet
- Hazard Insurance (must cover 100% Dwelling or replacement cost) Amount \$ _____/month
 - Effective Date _____ Expiration Date _____ (must have 60 days coverage after funding)
 - Address must match Appraisal and USPS
- Flood Insurance (must cover loan amount or max \$250,000 coverage) Amount \$ _____/month
 - Effective Date _____ Expiration Date _____ (must have 60 days coverage after funding)
 - Address must match Appraisal and USPS

Notes: _____

