

Gateway Mortgage Underwriting Tips

This document was created to help improve your experience with our Underwriting Department. There are a few mistakes or misnomers about what is acceptable and what is not.

1. **Assets** – Regardless of the product, we must verify every account listed on the 1003. We will also request for you to source any large deposit on the statements, or we can't give you credit for the funds.

Acceptable Documents

- a. **Bank-statements** –
- b. **VOD** - *A bank stamped transaction history can be used in lieu of a VOD*
- c. **Online Transaction History with Bank Stamp, Name, Address and Account #**
- d. **Quarterly Retirement Statements** – *Provide Summary of Plan Benefits with statement (if using funds to close from this source, we will need proof the funds have been deposited into their bank account as well as proof the funds are removed from the retirement account.)*
- e. **Gift Funds** – *Provide a bank stamped transaction history showing donor has funds to give, as well as gift letter. If the gift has been deposited into the borrowers account, you must show that the funds have cleared the donors account.*
- f. **Canceled Earnest Money Check**- *We will need a statement showing the funds clearing the account*

Unacceptable Documents

- a. **Online Printout not stamped by bank**
 - b. **Statements with OD/NSF fee's**
 - c. **Statements more than 30 days old.**
 - d. **Gift Letter without sourcing donors funds**
 - e. **Mattress Money** – *All funds must be sourced*
2. **VOR/VOM** – We will request rental/mortgage history on every submission. If you can not provide an acceptable document, provide a Rent Free Letter with submission.

Acceptable Documents

- a. **Current VOM**
- b. **Management VOR**
- c. **12 Month Canceled Checks** - *will accept bank statements*
- d. **Rent Free Letter** - *make sure the 1003 is marked as Rent Free, as well as the AUS findings*

Unacceptable Documents

- a. **Private VOR**

- b. **VOM over 30 days old**
- c. **Current 1 x 30 on mortgage** – must have paid the previous three months payments

3. Income – All products require a 2 year work history, 30 days worth of paystubs + a VOE. We will also require a VOE for all previous jobs listed on 1003. Make sure to deduct 2106 expenses if they are filed. If self Employed we will ask for 2008 and 2009 tax returns + current PNL. If 2009 taxes have not been filed, we will require proof the extension filed.

Acceptable Documents

- a. **30 Days of paystubs** - If counting OT or Commission, borrower must have a two year history of receiving income
- b. **Signed VOE** - *we will also accept a Work Number Printout*
- c. **Signed Tax Returns** - *Signature Needed to Certify Tax Returns*
- d. **Student Transcripts** - *Can count towards work history if current employment is in same field as degree*

Unacceptable Documents

- a. **Paystubs over 30 days old**
- b. **Incomplete VOE**
- c. **Unsigned Tax Returns** - Signature Needed to Certify Tax Returns
- d. **Unverifiable Tax Returns** – *All income will be verified by a 4506-T*

4. Locks – All locks are **Real Time Locks**. Never let your lock expire, you will receive worst case pricing at the time of a relock. Locks and extensions can be processed online in www.gmos.us from **9:30 AM - 5 PM CST Monday through Friday**.

YSP Caps:

4% - 5.125% = **3.5**

5.25% - 5.625% = **4**

5.75% + = **4.5**