## Underwriting Package Checklist <u>Don't forget to click SUBMIT</u>

- Loan will be suspended if not in checklist order and fully approved by lender's underwriter
- You must submit loan files <u>no less than 10 business days from the closing date</u> & set expectations with all parties per our Lender Online portal underwriting turn times.
- Not applicable to the Georgia Dream Peach Advantage program
- Submit the file as 1 PDF in the order below; appraisals may be uploaded separately

1.	"Loan Applicant Profile," (Form SF-10) with Underwriters Phone Number fully completed (all areas)
2.	"Reservation Accepted" screen printed from LOL @ time loan reserved
3.	Total Household Income Worksheet completed for applicant(s) and adult non-applicant(s) Household Members
4.	Fully executed "Application Affidavit," (Form SF-12)  Household Members complete with birthday and Social Security Number  Annual Income Section complete  3 Year Residence History must agree with other loan documents. Landlord name & address required  Signed and dated
5.	"Affidavit of Adult (18 years or older) Non-Applicant Household Member," (Form SF-15), if applicableSigned by non-applicant. If student provide evidence of enrollmentDocumentation for all sources of income: current pay stub or similar third-party documentation, 2-year work history, WVOE/VVOE and W2s.
6.	Copy of "Acquisition Cost Certification," (Form SF-16)  Fully Completed, Signed and dated by all Borrowers and Sellers on the same form.  Print name and title under seller's signature on page 2.  Corporate Resolution/ Recorded POA, if discrepancy with owner of record/authorized signee
7.	Internal Final Underwriting Approval with conditions listed with <u>ONLY</u> condition being that of DCA Conditional Commitment/Approval. <b>Signed (live ink or electronically) and dated by Underwriter.</b>
8.	<ul> <li>Automated Underwriting Findings</li> <li>a. Final findings reports on loans approved through DU/LPA/GUS signed and dated by the underwriter</li> <li>b. All documents required by the Automated Underwriting System, the Mortgage Insurer or GSE and the Lender's underwriter to determine the credit decision</li> <li>c. All numbers MUST match the final 1003 and Latest Dated CD -OR- Latest Dated Loan Estimate -OR- Latest Dated Loan Fees Worksheet especially closing costs and funds needed to close. We do not allow AUS tolerances or non-matching numbers. Non-matching numbers will significantly delay your file decision and may be held in Pre-Check Underwriting until received.</li> </ul>
9.	Copy of the applicable forms all signed and dated by Lender's Underwriter: <b>a.</b> FHA Form 92900 LT: "FHA Loan Underwriting Transmittal Summary" and DE Underwriter signature with date. If Georgia Dream Second used, Secondary Financing, Source/EIN of 58-1222605 and "Gov't" checked off <b>b.</b> VA form 26-6393: "Loan Analysis" <b>c.</b> FNMA Form 1008: "Transmittal Summary" with Mortgage Insurance approval (for USDA/RD Guaranteed Loans verify CAIVRS number is written on the form) <b>d.</b> USDA Form 3555-18E Conditional Commitment and Waiver Letter (credit or ratios), if applicable for USDA/RD Guaranteed Loan <b>e.</b> Eligibility Summary (Guaranteed Loans originated by USDA/RD only
10.	Applications and Addendums for primary owner occupant borrower(s)  Final FNMA Form 1003 with updated PITI, income, assets and details and transactions  Signed FHA Addendum (pages 1,2,3, & 4) with page 3 completed by the UW  DE Approval signed w/approval and expiration dates. UW to sign in all applicable areas  Liquid Assets meet program requirements  All financing sources listed in details of transaction  Complete loan originator name and identifier number if applicable

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11.	Credit Report dated within 120 days of the lender's underwriting decision. Any credit supplements or updated reports to be placed in front of original report. <i>If credit report reflects a current or previous mortgage, document that borrower has no current property ownership interest in the most recent 3 years.</i>
12.	Rental History Verification, if manual review.
13.	Fraud prevention and data verification report from an acceptable vendor (i.e. Fraudguard, Drive, Lexis Nexus, Corelogic),
14.	Liens and judgment verification report (if not embedded in fraud prevention report)
15.	Verbal Verification of Employment (VVOE) for most recent 24 months of employment or VVOE per AUS requirements
16.	Written Verification of Employment to also breakdown any incomes over and above base, i.e., bonus, overtime, commission, etc.
17.	Verification of Income dated within forty-five (45) days of your underwriting decision date shown on the 92900A Copy of most recent paystubs for borrower and co-borrower, must reflect year-to-date earnings, most current paystub to be placed first Other sources of income such as child support, SSI, pension, etc. Most current year's W-2's from all jobs worked for year in question. W-2 TAX TRANSCRIPTS NOT REQUIRED  UNLESS ACTUAL W-2s ARE MISSING Self-Employed: Most recent two years personal and business tax returns with K-1's if applicable. CPA  prepared unaudited YTD Profit and Loss. Profit and Loss may be self-prepared if Schedule C Sole Proprietorship
18.	4506C with items #6 – #9 completed in full <u>OR</u> 8821 with items #3a, 3b, 3c, and 3d. <b>Either form MUST</b> state most recent 3 years
19.	Federal IRS Tax Transcripts for each Borrower for the past 3 years (A SF-6012 Tax Affidavit may be provided for applicable years if no tax return filed. (Full tax returns, W2's and State tax returns not required unless requested by DCA underwriter) If evidence of home mortgage interest or real estate taxes deduction, see Seller Guide 303.1 Number of dependents consistent with loan application. If not, satisfactory explanation over 1010 language is required
20.	Co-Signer Documentation (non-occupant co-borrower)1003 and HUD Addendum if FHACredit ReportData VerificationLien and Judgment ReportIncome Documentation Asset Accounts
21.	Bank Statement(s) on ALL open accounts for the most recent 30-day period dated within forty- five (45) days of your underwriting decision date shown on the 92900A – put most recent statement on top  _Explanation and source for non-payroll deposits greater than 50% of gross earnings with 1010 warning (attached)  _Assets on bank statement(s) must agree with figures on 1003 and Automated Underwriting Findings. (SG 304.8)  _Verification of funds source as per insurer guidelines including gift funds  _Copy of earnest money and source of funds. Any POC's to be sourced to receive credit on CD  _Education refunds deducted from available balance
22.	<ul> <li>Sales Contract and applicable Addenda signed by all parties</li> <li>a. Addendum referencing disclosure of Lead-Based paint and Lead-Based paint hazards if property built prior to 1978</li> <li>b. Amendments correcting original sales price/seller paid closing costs or other terms to be on top of sales contract. Must match SF16 and other documentation throughout file</li> <li>c. Condo/PUD/HOA Exhibits</li> <li>d. FHA Real Estate Certification and/or Amendatory Clause Exhibits</li> <li>e. Manufactured home: two-time close include any interim financing, cost of home, site preparation, and land costs</li> <li>Appraisal/Uniform Residential Appraisal Report with all addend, E&amp;O, and appraiser's current GA license</li> </ul>
20.	**See Specific Loan Type Appraisal Requirements below** Manufactured home: Built on/after July 13, 1994 (no singlewides) Manufactured home: Two comparable sold manufactured home sales within 12 months of the appraisal date Manufactured home: Engineer's foundation certification Manufactured home: HUD Data Plate & Certification Label or IBTS verification Manufactured home: Proof transport equipment removed

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24.	Appraisal, if FHA Existing Construction Loan,
	FHA Form 92800.5B: "Conditional Commitment/Direct Endorsement Statement of Appraised
	Value" (must be signed/dated by Lenders Underwriter)
	FHA Case Number Assignment with Success,
	FHA Appraisal Logging results with Success
	Clear CAIVRS on all credit qualifying borrowers
	Clear LDP/GSA SAMS on all parties in the transaction
25.	Appraisal, If FHA OR USDA New Construction loan (New property, never occupied, or rehab and not
20.	occupied since rehabUSDA: SEE 1-HB-3555, CH 12.9)
	Builder Certification of Plans & Specs & site, HUD form 92541
	Soil Treatment Letter Builder Guarantee, HUD-NPMA99-A, Built w/Steel & Concrete foundation
	Subterranean Termite Service Record, HUD-NMPMA-99-B, Built w/wood & wood foundation
	Builder Warranty of Completion of Construction, HUD-92544
	If USDA, executed RD form 1924-25
	Certificate of Occupancy
	Clear Final Inspection (waived if a Certificate of Occupancy is in the file),    Clear Final Inspection (waived if a Certificate of Occupancy is in the file),
	FHA Compliance Inspection Report (CIR) HUD-92051, if applicable due to improper construction
26.	Appraisal, If VA Loan, Appraisal & Document Requirements
	VA Form 26-1843: "Certificate of Reasonable Value" <u>OR</u> VA Notification of Value Letter but does
	not require the VA LAPP/SAR underwriter's live signature.
	VA Case Number Assignment and CAIVRS
	VA Certificate of Eligibility dated within the most recent 4 months
	VA Form 26-0592 Counseling Checklist for Military Homebuyers <u>IF</u> Active Duty
	If New Construction also obtain:
	Builder's Certification VA Form 26-1852,
	<ul> <li>Builder's license, Soil Treatment Letter/Guarantee from Builder VA Form NPMA-99A,</li> </ul>
	Soil Treatment from Pest Control company NPMA-99B,
	Certificate of Occupancy,
	<ul> <li>Clear Final Inspection (waived if a Certificate of Occupancy is in the file),</li> </ul>
	One Year Warranty on VA form 26-1859 or a 10-year insurance backed warranty
27.	Appraisal, If USDA or conventional loan, 1st mortgage with a DCA 2nd provide evidence appraiser is licensed
	and approved in Georgia and verified on <u>www.asc.gov</u>
28.	Clear Septic and/or Well Certifications if applicable
29.	FEMA Flood Certification w/ Life of Loan coverage
30.	Condos ONLY
00.	_AUS must reflect property type as condo
	Evidence of FHA condo approval from Lender's DE underwriter
	Completed Full Condo Questionnaire FNMA form 1076 or if FHA loan, HUD form 9991
	Borrower's HO6 Condo Policy, coverage A or "walls in coverage"
	Barrower a rice conduct analy, severage real walls in severage
	Condo policy must show State Home Mortgage as Loss Payee
31.	Home Buyer Education Certificate of Completion on at least one borrower, must be dated within 12 months
	of DCA commitment. Must be with an HUD approved agency. See Seller Guide for list of approved agencies
32.	Borrower's Authorization form signed by Borrower
33.	Borrower's eSignature Authorization identifying all form eSigned and applicable dates
34.	Support documentation for the following Georgia Dream Second Mortgage Loan programs
	(See Section 401.2 & 406 OF Seller Guide):
	a. CHOICE - Documentation of the status of the disability and dependency (if applicable).
	<b>b.</b> Approval of the 2 <sup>nd</sup> mortgage from issuing Non-Profit, if applicable

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35.	Preliminary Title Policy dated within 90 days of closing with most recent 12 month chain of title and annual taxes reviewed by underwriter for any insurability issue.  (Taxes must be w/o exemptions- Homestead acceptable)  If new construction, annualized escrows established at closing and monthly escrow qualifying payment must be based on no less than 1.25% of the sales price  Insured closing protection letter  Condo ALTA 4 endorsement (if applicable)  PUD ALTA 5 endorsement (if applicable)  Manufactured home: ALTA 7 endorsement; ALTA 7.1 is not allowed (if applicable)
36.	<ul> <li>Homeowner's Insurance Policy:         <ul> <li>Must reflect ALL qualifying borrower's names,</li> <li>Sufficient coverage amount equal to at least the lesser of:</li></ul></li></ul>
37.	Unexpired Government Issued Photo ID for Borrower(s). Must be legible
38.	Initial/Scratch application and FHA Addendum (92900A), signed and dated by Lender and Borrower(s)
39.	Initial Loan EstimateLatest Dated CD -OR- Latest Dated Loan Estimate -OR- Latest Dated Loan Fees Worksheet with exact date of closing with all fees and closing costs matching the 1003, applicable FHA-LT or VA Loan Analysis, or 1008 Transmittal Summary and Automated Underwriting Findings. Non-matching numbers will significantly delay your file decision and may be held in Pre-Check Underwriting until received.
40.	203K documents if applicable. See section 302.3 203(k) Applicant Acknowledgement Rehabilitation loan Agreement 203(k) Streamline Max. Mortgage Worksheet HUD 92700 Cost Estimate and Contractor Bid Analysis of Appraisal Report HUD 54113

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