

## Underwriting Package Checklist

**Don't forget to click SUBMIT**

- **Loan will be suspended if not in checklist order and fully approved by lender's underwriter**
- **You must submit your loan file no less than the number of business days published on the Lender Portal prior to closing to allow DCA sufficient time to review and render a decision**

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) <input type="checkbox"/> Household Members complete with birthday and Social Security Number <input type="checkbox"/> Annual Income Section complete <input type="checkbox"/> 3 Year Residence History must agree with other loan documents. Landlord name & address required <input type="checkbox"/> Signed and dated
5.	"Affidavit of Adult (18 years or older) Non-Applicant Household Member," (Form SF-15), if applicable <input type="checkbox"/> Signed by non-applicant. If student provide evidence of enrollment <input type="checkbox"/> Documentation for all sources of income: current pay stub or similar third-party documentation, 2-year work history, VOE/Verbal and W2s.
6.	Copy of "Acquisition Cost Certification," (Form SF-16) <input type="checkbox"/> Fully Completed, Signed and dated by all Borrowers and Sellers on the same form. <input type="checkbox"/> Print name and title under seller's signature on page 2. <input type="checkbox"/> Corporate Resolution/ Recorded POA, if discrepancy with owner of record/authorized signee
7.	Internal Final Underwriting Approval with conditions listed with <b>ONLY</b> condition being that of DCA Conditional Commitment/Approval. <b>Signed and dated by Underwriter w/phone #</b>
8.	Automated Underwriting Findings <b>a.</b> Final findings reports on loans approved through DU/LPA/GUS signed and dated by the underwriter <b>b.</b> All documents required by the Automated Underwriting System, the Mortgage Insurer or GSE and the Lender's underwriter to determine the credit decision <b>c. All numbers <u>MUST</u> match the final 1003 and Preliminary CD or Loan Estimate especially closing costs and funds needed to close. We do not allow AUS tolerances or non-matching numbers.</b>
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 "Direct Endorsement" <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 <input type="checkbox"/> Final FNMA Form 1003 with updated PITI, income, assets and details and transactions <input type="checkbox"/> Signed FHA Addendum (pages 1,2,3, & 4) with page 3 completed by the UW <input type="checkbox"/> DE Approval signed w/approval and expiration dates. UW to sign in all applicable areas <input type="checkbox"/> Liquid Assets meet program requirements <input type="checkbox"/> All financing sources listed in details of transaction – Must match amount on Max Loan Amount Worksheet <input type="checkbox"/> Complete loan originator name and identifier number if applicable

11.	<p>Co-Signer Documentation</p> <p><input type="checkbox"/> 1003 and HUD Addendum if FHA</p> <p><input type="checkbox"/> Credit report</p> <p><input type="checkbox"/> data verification</p> <p><input type="checkbox"/> lien and judgment report</p> <p><input type="checkbox"/> income documentation</p> <p><input type="checkbox"/> asset accounts</p>
12.	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. <b><i>If credit report reflects a current or previous mortgage, document that borrower has no current ownership interest in the most recent 3 years.</i></b>
13.	Rental History Verification, if manual review.
14.	Fraud prevention and data verification report from an acceptable vendor (i.e. Fraudguard, Drive, Lexis Nexus, Corelogic),
15.	Liens and judgment verification report
16.	Verbal Verification of Employment (VVOE) for most recent 24 months of employment or VVOE per AUS requirements
17.	Written Verification of Employment to also breakdown any incomes over and above base, i.e., bonus, overtime, commission, etc.
18.	<p>Verification of Income dated within <b>forty-five (45) days of your underwriting decision</b> date shown on the 92900A</p> <p><input type="checkbox"/> Copy of most recent paystubs for borrower and co-borrower, must reflect year-to-date earnings, <b>most current paystub to be placed first</b></p> <p><input type="checkbox"/> Other sources of income such as child support, SSI, pension, etc.</p> <p><input type="checkbox"/> Most <b>current</b> year's W-2's from all jobs worked for year in question. <b>DO NOT NEED W-2 TAX TRANSCRIPT</b></p>
19.	4506C with items #6 – #9 completed in full <b>OR</b> 8821 with items #3a, 3b, 3c, and 3d. <b>Either form MUST state most recent 3 years</b>
20.	<p>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. <b>(Full tax returns, W2's and State tax returns not required unless requested by DCA underwriter)</b></p> <p><input type="checkbox"/> If evidence of home mortgage interest or real estate taxes deduction, see Seller Guide 303.1</p> <p><input type="checkbox"/> Number of dependents consistent with loan application. If not, satisfactory explanation over 1010 language is required</p>
21.	<p>Bank Statement(s) on <b>ALL</b> open accounts for the most recent 30-day period dated <b>within forty- five (45) days of your underwriting decision</b> date shown on the 92900A – <b>put most recent statement on top</b></p> <p><input type="checkbox"/> Explanation and source for non-payroll deposits greater than 50% of gross earnings with 1010 warning (attached)</p> <p><input type="checkbox"/> Assets on bank statement(s) must agree with figures on 1003 and Automated Underwriting Findings. (SG 304.8)</p> <p><input type="checkbox"/> Verification of funds source as per insurer guidelines including gift funds</p> <p><input type="checkbox"/> Copy of earnest money and source of funds. Any POC's to be sourced to receive credit on CD</p> <p><input type="checkbox"/> Education refunds deducted from available balance</p>
22.	<p>Sales Contract and applicable Addenda signed by all parties</p> <p><b>a.</b> Addendum referencing disclosure of Lead-Based paint and Lead-Based paint hazards if property built prior to 1978</p> <p><b>b.</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</p> <p><b>c.</b> Condo/PUD/HOA Exhibits</p> <p><b>d.</b> FHA Real Estate Certification and/or Amendatory Clause Exhibits</p>
23.	<p>Appraisal/Uniform Residential Appraisal Report with all addend, E&amp;O, and appraiser's current GA license</p> <p><b>**See Specific Loan Type Appraisal Requirements below**</b></p> <p><b>**Each loan type and construction status type has specific loan documentation requirements below**</b></p>

24.	<p><b>Appraisal, if FHA Existing Construction Loan,</b></p> <ul style="list-style-type: none"> <li>• FHA Form 92800.5B: "Conditional Commitment/Direct Endorsement Statement of Appraised Value" (must be signed/dated by Lenders Underwriter)</li> <li>• FHA Case Number Assignment with Success,</li> <li>• FHA Appraisal Logging results with Success</li> <li>• Clear CAIVRS on all credit qualifying borrowers</li> <li>• Clear LDP/GSA SAMS on all parties in the transaction</li> </ul>
25.	<p><b>Appraisal, If FHA New Construction loan (New property, never occupied, or rehab and not occupied since rehab)</b></p> <ul style="list-style-type: none"> <li>• Builder Certification of Plans &amp; Specs &amp; site, HUD form 92541</li> <li>• Soil Treatment Letter Builder Guarantee, HUD-NPMA99-A, Built w/Steel &amp; Concrete foundation</li> <li>• Subterranean Termite Service Record, HUD-NMPMA-99-B, Built w/wood &amp; wood foundation</li> <li>• Builder Warranty of Completion of Construction, HUD-92544</li> <li>• Building Permit</li> <li>• Inspections for proposed construction all 3 to include footing, framing, and final</li> <li>• Certificate of Occupancy</li> <li>• FHA Compliance Inspection Report (CIR) HUD-92051</li> </ul>
26.	<p><b>Appraisal, If VA Loan, Appraisal &amp; Document Requirements</b></p> <ul style="list-style-type: none"> <li>• VA Form 26-1843: "Certificate of Reasonable Value" <b>OR</b> VA Notification of Value Letter (must be signed/dated by Lender's VA LAPP/SAR Underwriter)</li> <li>• VA Case Number Assignment and CAIVRS</li> <li>• VA Certificate of Eligibility dated within the most recent 4 months</li> <li>• Statement from Veteran with the name and address of nearest living relative</li> <li>• VA Form 26-0592 Counseling Checklist for Military Homebuyers <b>IF</b> Active Duty</li> <li>• If New Construction also obtain: Builder's license, Certificate of Occupancy, Clear Final Inspection, One Year Warranty on VA form 26-1859 or a 10-year insurance backed warranty</li> </ul>
27.	<p><b>Appraisal, If USDA or conventional loan, 1st mortgage with a DCA 2nd provide evidence appraiser is licensed and approved in Georgia and verified on <a href="http://www.asc.gov">www.asc.gov</a></b></p>
28.	<p>Clear Septic and/or Well Certifications if applicable</p>
29.	<p>FEMA Flood Certification w/ Life of Loan coverage</p>
30.	<p>Condos ONLY</p> <ul style="list-style-type: none"> <li>___ AUS must reflect property type as condo</li> <li>___ Evidence of FHA condo approval from Lender's DE underwriter</li> <li>___ Completed Full Condo Questionnaire FNMA form 1076</li> <li>___ Borrower's HO6 Condo Policy, coverage A or "walls in coverage"</li> <li>___ Master Condo Policy</li> <li>___ Condo policy must show State Home Mortgage as Loss Payee</li> </ul>
31.	<p>Home Buyer Education Certificate of Completion for all borrowers on all loans, must be dated within 12 months of DCA commitment. Must be with an HUD approved agency. See Seller Guide for list of approved agencies</p>
32.	<p>Borrower's Authorization form signed by Borrower</p>
33.	<p>Borrower's eSignature Authorization identifying all form eSigned and applicable dates</p>
34.	<p>Support documentation for the following Georgia Dream Second Mortgage Loan programs (See Section 401.2 &amp; 406 OF Seller Guide):</p> <ol style="list-style-type: none"> <li>a. <b>CHOICE – Documentation of the status of the disability and dependency (if applicable).</b></li> <li>b. Approval of the 2<sup>nd</sup> mortgage from issuing Non-Profit, if applicable</li> </ol>
35.	<p>Preliminary Title Policy dated within 90 days of closing with most recent 24 month chain of title and annual taxes reviewed by underwriter for any insurability issue. Must <b>ONLY</b> be in occupying borrower's names on title</p> <p><b>(Taxes must be w/o exemptions- Homestead acceptable)</b></p> <ul style="list-style-type: none"> <li>___ Insured closing protection letter</li> </ul>

36.	<p>Homeowner's Insurance Policy:</p> <ul style="list-style-type: none"> <li>• Only in qualifying borrower's names</li> <li>• Sufficient coverage amount equal to at least the lesser of: <ul style="list-style-type: none"> <li>○ The outstanding principal loan balance at closing, or</li> <li>○ The maximum insurable value per the appraised value less the land value per the URAR</li> </ul> </li> <li>• Maximum deductible is 5% of the property insurance coverage amount</li> <li>• HO-6 or an all-inclusive master hazard policy on all condominium loans</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.	Preliminary Closing Disclosure or Loan Estimate with exact date of closing with <b><u>all fees and closing costs matching</u></b> the 1003, applicable FHA-LT or VA Loan Analysis, or 1008 Transmittal Summary and Automated Underwriting Findings
40.	<p>203K documents if applicable. See section 302.3</p> <ul style="list-style-type: none"> <li>___ 203(k) Applicant Acknowledgement</li> <li>___ Rehabilitation loan Agreement</li> <li>___ 203(k) Streamline Max. Mortgage Worksheet HUD 92700</li> <li>___ Cost Estimate and Contractor Bid</li> <li>___ Analysis of Appraisal Report HUD 54113</li> </ul>