Underwriting Package Checklist

- **Loan will be suspended if not in checklist order & fully approved by lender's underwriter**
- **You must submit loan files no less than 10 business days from the closing date & set expectations with all parties per our TPO Connect portal underwriting turn times.**
- **Not applicable to the Georgia Dream Peach Advantage program.**
- **Submit one PDF in the order below through TPO Connect. If certain documents cannot be read or indexed, separate uploads may be required. If Reserved on/before 7-7-26: upload 1 PDF into Lender Online and the appraisal may be uploaded separately**
- **Always return to TPO Connect, upload any remaining documents, and click "Confirm." The loan file is not submitted to DCA for review until "Confirm" is selected.**

	1.	"Loan Applicant Profile," (Form SF-10) with Underwriters Phone Number fully completed (all areas)
	2.	"Reservation Accepted" screen printed from Lender Online **Loans Reserved ON/BEFORE July 7, 2026** "Lock Confirmation" printed from TPO Connect Product Pricing & Lock **Loans Reserved ON/AFTER July 8, 2026**
	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 applicable __Signed by non-applicant. If student provide evidence of enrollment __Documentation 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 **ONLY** condition being that of DCA Conditional Commitment/Approval. **Signed (live ink or electronically) and dated by Underwriter.**
	8.	Automated Underwriting Findings **a.** Final findings reports on loans approved through DU/LPA/GUS signed and dated by the underwriter **b.** All documents required by the Automated Underwriting System, the Mortgage Insurer or GSE and the Lender's underwriter to determine the credit decision **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.
	9.	Copy of the applicable forms all signed and dated by Lender's Underwriter: **a.** 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.** VA form 26-6393: "Loan Analysis" **c.** FNMA Form 1008: "Transmittal Summary" with Mortgage Insurance approval (for USDA/RD Guaranteed Loans verify CAIVRS number is written on the form) **d.** USDA Form 3555-18E Conditional Commitment and Waiver Letter (credit or ratios), if applicable for USDA/RD Guaranteed Loan **e.** 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

	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. ***If credit report reflects a current or previous mortgage, document that borrower has no current property ownership interest in the most recent 3 years***.
	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 ***OR*** 8821 with items #3a, 3b, 3c, and 3d. **Either form MUST 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 FHA __Credit Report __Data Verification __Lien and Judgment Report __Income 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.	Sales Contract and applicable Addenda signed by all parties **a.** Addendum referencing disclosure of Lead-Based paint and Lead-Based paint hazards if property built prior to 1978 **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 **c.** Condo/PUD/HOA Exhibits **d.** FHA Real Estate Certification and/or Amendatory Clause Exhibits **e.** Manufactured home: two-time close include any interim financing, cost of home, site preparation, and land costs
	23.	Appraisal/Uniform Residential Appraisal Report with all addend, E&O, and appraiser's current GA license ****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

	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 occupied since rehab….USDA: 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 • Building Permit • If USDA, executed RD form 1924-25 • Certificate of Occupancy • 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" ***OR*** 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 ***IF*** Active Duty **If New Construction also obtain:** • Builder's Certification VA Form 26-1852, • Builder's license, Soil Treatment Letter/Guarantee from Builder VA Form NPMA-99A, • Soil Treatment from Pest Control company NPMA-99B, • Certificate of Occupancy, • Clear Final Inspection (waived if a Certificate of Occupancy is in the file), • 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 www.asc.gov
	28.	Clear Septic and/or Well Certifications if applicable
	29.	FEMA Flood Certification w/ Life of Loan coverage
	30.	Condos ONLY __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" __Master Condo Policy __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.** Approval of the 2nd mortgage from issuing Non-Profit, if applicable

	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 7.1 endorsement for new construction; ALTA 7 for existing construction
	36.	Homeowner's Insurance Policy: • Must reflect ALL qualifying borrower's names, • Sufficient coverage amount equal to at least the lesser of: o The outstanding principal loan balance at closing, or o The maximum insurable value per the appraised value less the land value per the URAR • Maximum deductible is 5% of the property insurance coverage amount • HO-6 or an all-inclusive master hazard policy on all condominium loans
	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 Estimate __**Latest 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