

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 loan files no less than 10 business days from the closing date & set expectations with all parties per our Lender Online portal turn times.**
- **Our condition turn times mirror our initial submission turn times to allow DCA sufficient time to review and render a decision**
- **Not applicable to the Georgia Dream Peach Advantage program**

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, WVOE/VVOE 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 <u>ONLY</u> 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) <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 <input type="checkbox"/> 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. <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 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.	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
21.	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
23.	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
24.	Appraisal/Uniform Residential Appraisal Report with all addend, E&O, and appraiser's current GA license **See Specific Loan Type Appraisal Requirements below** **Each loan type and construction status type has specific loan documentation requirements below** The age of the appraisal must be within the applicable mortgage insurer's or government sponsored entity's guidelines.

25.	Appraisal, if FHA Existing Construction Loan, <ul style="list-style-type: none"> 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
26.	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) <ul style="list-style-type: none"> 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 FHA Compliance Inspection Report (CIR) HUD-92051
27.	Appraisal, If VA Loan, Appraisal & Document Requirements <ul style="list-style-type: none"> 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 license, Certificate of Occupancy, Clear Final Inspection, One Year Warranty on VA form 26-1859 or a 10-year insurance backed warranty
28.	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
29.	Clear Septic and/or Well Certifications if applicable
30.	FEMA Flood Certification w/ Life of Loan coverage
31.	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
32.	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
33.	Borrower's Authorization form signed by Borrower
34.	Borrower's eSignature Authorization identifying all form eSigned and applicable dates
35.	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

36.	<p>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.</p> <p>(Taxes must be w/o exemptions- Homestead acceptable)</p> <p>___ 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</p> <p>___ Insured closing protection letter</p>
37.	<p>Homeowner's Insurance Policy:</p> <ul style="list-style-type: none"> • Must reflect ALL qualifying borrower's names, • Sufficient coverage amount equal to at least the lesser of: <ul style="list-style-type: none"> ○ The outstanding principal loan balance at closing, or ○ 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
38.	Unexpired Government Issued Photo ID for Borrower(s). Must be legible
39.	Initial/Scratch application and FHA Addendum (92900A), signed and dated by Lender and Borrower(s)
40.	<p>___ Initial Loan Estimate</p> <p>___ 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.</p>
41.	<p>203K documents if applicable. See section 302.3</p> <p>___ 203(k) Applicant Acknowledgement</p> <p>___ Rehabilitation loan Agreement</p> <p>___ 203(k) Streamline Max. Mortgage Worksheet HUD 92700</p> <p>___ Cost Estimate and Contractor Bid</p> <p>___ Analysis of Appraisal Report HUD 54113</p>