



FHA Submission Grading Criteria Checklist

AUS / Application / Submission

- AUS findings are present and run correctly (i.e. with no material corrections needed)
- Complete & correct initial application – full 2 yr. work & residence history, HMDA, declarations, REO schedule, correct subject address verified by USPS
- LOX regarding multiple addresses on credit docs (as applicable)
- Legible photo ID for all borrowers on application

FHA Case Number

- INITIAL case # assignment results (WARNING: pending borrower validation) – Note: this will always have CAIVRS on it
- FINAL case # assignment results (with SUCCESSFUL BORROWER VALIDATION)
- Complete & correct case number assignment – correct sponsor ID, contains condo ID/Spot loan info (when applicable), Borrower's name, DOB, & SSN input correctly, construction type, ADP code, correct subject address
- Condo ID print-out (when applicable)
- Transferred case numbers – must include copy of initial case number assigned to previous lender and u/w decision from previous lender (processor/broker cert is not acceptable)

Credit

- Current credit report from AUS findings with acceptable score
- Credit supplements updating DLA on mortgage if not reporting in last 60 days, public records, updated tradelines, deferred student loans (min. of 12 months + contact info)
- Non-Traditional credit (when applicable) is provided on a Non-Traditional Mortgage Credit Report
- LOX regarding any credit issues, inquiries, and excluded debts
- Divorce decree for alimony/child support (if applicable)
- Copy of note and 12 months cancelled checks for any debt that is being excluded from DTI
- Evidence no draws in the last 12 months for any HELOCs paid off on a rate & term refi

Income

- Current YTD paystubs covering 30-day pay period – always req'd even if VOE is being used to calculate income (used to verify other deductions such as child support, etc.)
- Full, written VOE is req'd for borrowers who receive any pay other than salary/base pay (i.e. hourly, bonus, OT, commission). Also, full written VOEs are req'd if borrower has had a significant pay increase/decrease over the previous year (employer should comment)
- LOX for any gaps in employment exceeding 90 days
- Transfer letters or job change letters addressing income being used to qualify (as applicable)
- Full tax returns for 2 years (if applicable), including all pages and all schedules
- 2 years W2s for all jobs
- Divorce decree / child support agreement and evidence 3 months receipt (as applicable)
- Passive income documented per AUS findings (as applicable)

Assets

- Current 30 day statements ALL pages (internet printouts are ONLY acceptable to update an existing bank statement)
- Cancelled earnest money check from verified account
- Gifts fully-documented – gift letter, evidence of withdrawal from donor's account & evidence of deposit into borrower's account (or copy of cashier's check to be brought to closing)
- Document all assets submitted to AUS
- Source and document all large deposits over \$500 that cannot be contributed to payroll. LOX regarding source of deposits of smaller amounts may be acceptable based on transaction.

Payoff / Liens

- Current payoff statements for all subject liens
- Netting Authorization (as applicable for FHA to FHA refi's)
- Copy of subordination request or fully-executed subordination agreement (if available, as applicable)

Purchase Contract

- Fully-executed and legible purchase contract with all addendums, amendments, & counteroffers. If contract has been faxed around & has become hard to read, please also provide a legible unsigned copy for clarification.
- Amendatory Clause / FHA Exhibit & Real Estate Cert signed by all parties not less than sales price (not req'd on REO sales)
- Corporate seller – evidence seller on contract is authorized to sell property & provide all applicable POA's

Appraisal

- New construction – builder cert, CO, permits, Warranty of Completion, 99A & 99B, fully-completed well & septic cert (from county, if applicable). Note: if property is > 12 months old or not being sold by builder, these items are not req'd.
- Appraisal should be completed by the same appraiser assigned on case number results. If transferred to another appraiser, provide evidence of transfer in FHA Connection & evidence original appraiser did not complete order.

RESPAs

- GFE/TIL at correct rate, with YSP, UFMIP, & Monthly MIP disclosed, signed by all borrowers
- For rate & term refi's provide final legible GFE for loan amount calculation

Other Helpful Items to Speed Up U/W (but won't be graded against)

- Final DU submission to FNB
- Completed FHA Submission Fee Sheet
- Provide cover letter addressing anything unusual about borrower's situation or motivation for loan
- Required FHA disclosures – 92900A (HUD Add'm to 1003), 92900B (Important Notice to Homebuyer), For Your Protection (not req'd on refi's), Informed Consumer Choice Disclosure, & Notice to Homeowner (Assumption Notice)
- Borrower's name must match the purchase contract (or current vesting on title for refi's) on all docs including appraisal, title, case number assignment, hazard, etc.