

## HECM Submission Checklist & Stacking order for Loan Officers

Borrower(s) \_\_\_\_\_ Loan No: \_\_\_\_\_

State: \_\_\_\_\_ County: \_\_\_\_\_

**Note: Internal SFI Disclosures  
 Marked with an "x"**

Loan Officer \_\_\_\_\_

Gold pricing? \_\_\_\_\_

HECM to HECM refinance? \_\_\_\_\_

Is this a HECM Purchase? \_\_\_\_\_

Will it have repair set aside? \_\_\_\_\_

Is the property a Condo? \_\_\_\_\_

**x LRES Credit Card Form or check for appraisal Required by AMC as of 3/1/2017**

**Applicant is aware that FHA may require a second appraisal and Appraisal Fee in RV reflects cost of 2 appraisals**

**x POA/HOA Questionnaire, REO Questionnaire, HECM Appraisal Disclosure Combined form (signed and included with application)**

**Applicant is aware that cost of appraisal(s) is their responsibility & must be paid within 30 days OF COMPLETION**

Is the borrower expecting a LESA? \_\_\_\_\_ Yes \_\_\_\_\_ No

**LENDER HAS BEEN CHANGED TO LONGBRIDGE IN REVERSEVISION**

**VERIFIED THAT CLOSING FEES MATCHED ESTIMATE OF CLOSING COSTS DISCLOSED AFTER CHANGING LENDER IN RV**

### STACK BLUE ITEMS TOGETHER IN ORDER BELOW FOR SCANNING OR MAILING (More than one pdf file OK)

Origination Compensation Confirmation – required for TPO fixed rates loans

#### HECM TO HECM Documents / Disclosures

HECM Anti-Churning Disclosure (HECM to HECM refi) (Titled "Notice to Borrower")

HECM Refinance Acknowledgment

Recent HECM Mortgage Statement

#### Loan Application

1009 Loan Application, (ALL Blanks Filled including Alt Contact), Schedule of Real Estate Owned (REO)

Demographic Information Addendum (HMDA Supplement)

1009 Addendum (FA Addendum)

92900 (HUD/VA Addendum) **MUST HAVE LONGBRIDGE ADDRESS**

#### State Disclosures - 12 day letter, TX Mortgage Co disclosure

TX Mortgage Company Disclosure (correct boxes checked, all signature spaces completed)

12 day Letter (3 page doc IN ALL CAPS titled "Important Notice to Borrowers") **ALL spaces signed & filled on page 3**

#### Application Disclosures

Expected Rate Lock Disclosure

Total Annual Loan Cost Rate (TALC)

Amortization Schedule – Annual Projections

Reverse Mortgage Comparison (At least 3 products, Annual, Monthly, Fixed)

Good Faith Estimate (Documented Delivered within 3 days of Application creation date)

Estimate of Closing Costs

**x GFE DELIVERY CERTIFICATE** (SFI disclosure – required for all LongBridge loans effective 5/1/2018)

Borrower's Acknowledgment of Disclosures

Borrower's Acknowledgment of GFE

Settlement Service Providers List

Required Providers Disclosure

HECM TIL – Important Terms Disclosure (ARM's Only)

**x Servicing Transfer Disclosure** (USE SFI INTERNAL DISCLOSURE & CHECK 2ND ITEM) **REQUIRED FOR LONGBRIDGE LOANS**

Annuity Disclosure (additional docs required if intent is checked)

Customer Identification Policy Filled out and signed by LO

Fair Lending Notice (Your Credit Score and the Price You Pay for Credit)

Lead Based Paint Certification

Well and Septic Disclosure (if on well and/or septic)

Borrower's Notification

Home Equity Conversion Mortgage Consumer Protection Against Excessive Fees

\_\_\_\_\_ ECOA (Fair Credit and Financial Privacy)  
 \_\_\_\_\_ Senior Freedom Privacy Policy (Automatically prints with FAR application docs)  
 \_\_\_\_\_ Notice of Availability of RE Appraisal – plus appraisal waiver  
 \_\_\_\_\_ Borrowers Certification and Authorization  
 \_\_\_\_\_ List of HUD Approved Counselors  
 \_\_\_\_\_ Counseling Disclosure  
 \_\_\_\_\_ Alternate Contact and Information Release Authorization  
 \_\_\_\_\_ SS# Release Verification (Including SSN, address and phone no. initialed and signed showing good for 90 days)  
 \_\_\_\_\_ 4506T both pages (including SSN's, signed and dated)  
 \_\_\_\_\_ Verification of Employment (if using employment income)  
 \_\_\_\_\_ HECM Information Disclosure  
 \_\_\_\_\_ Verification of Occupancy (N/A on H4P)  
 \_\_\_\_\_ Certificate Regarding Hotel and Transient Use (if property is 2 –to-4 unit)  
 \_\_\_\_\_ Applicant Compliance Agreement  
 \_\_\_\_\_ Safe Harbor Reg Z Broker Document (loan options disclosure, If required)  
 \_\_\_\_\_ List of Other Application docs

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### **Stack or Scan Green Items Into individual files, or in 2 to 3 pdf files separate from Blue Items**

\_\_\_\_\_ Homeowners Insurance Dec page + evidence in place for prior 12 mos (LO Collect dec page and agent contact info)  
 \_\_\_\_\_ Insurance Payment Verification (signed)  
 \_\_\_\_\_ Counseling Certificate  
 \_\_\_\_\_ Copy of complete Trust, Trust Removal Certificate, Trust Opinion Letters/Title approval/ (if title held in Trust)  
 \_\_\_\_\_ Mortgage Statement for Subject Property  
 \_\_\_\_\_ Survey, if available  
 \_\_\_\_\_ \*ID's - Date of Birth Verification – (Can use clear, in-focus photo)  
 \_\_\_\_\_ Legible Social Security verification (Can use clear, in-focus photo)  
 \_\_\_\_\_ Marriage Lic, Birth Cert, Dicorce decree or other docs (if different name / init on ID vs SSN, or Ex spouse on title)  
 \_\_\_\_\_ Other Subject Property Charges \_\_\_\_\_ POA/HOA \_\_\_\_\_ PUD \_\_\_\_\_ x POA Questionnaire (SFI doc)  
 \_\_\_\_\_ 24 Month POA / HOA Payment History (required if in a POA/HOA and dues are collected)  
 \_\_\_\_\_ x LOE for Free and Clear Properties (SFI form)  
 \_\_\_\_\_ LOE's for ALL late or collection credit accounts, Bankruptcies, and credit inquiries (if required)  
 \_\_\_\_\_ LOE's for ANY late or unsatisfactory property charge history  
 \_\_\_\_\_ LOE's for Extenuating Circumstances (Willingness/Credit/mortgage pmts, etc)  
 \_\_\_\_\_ Guardianship / POA / POA Photo ID, Doctor(s) Letter, Letter of Explanation for POA use, as applicable  
 \_\_\_\_\_ Death Certificate (if deceased spouse is still on title)  
 \_\_\_\_\_ x REO Questionnaire (SFI Combined Disclosure required on all loan applications listed above)

### **REO Related Required Documents**

\_\_\_\_\_ 24 month REO payment history for taxes, other assessment, as applicable for ALL REO properties  
 \_\_\_\_\_ 24 month REO payment history for HOA/POA, as applicable for ALL REO properties  
 \_\_\_\_\_ Copy of REO Insurance Dec Page and Agent Contact Information  
 \_\_\_\_\_ Copy of Lease(s) or rental Agreement(s)  
 \_\_\_\_\_ Current mortgage statement(s) for all REO's, as applicable

### **Income and Asset Documentation**

\_\_\_\_\_ SS Benefit letters or other acceptable verification of SS Income (SS 1099, bank statements showing deposit)  
 \_\_\_\_\_ Annuities or retirement benefit letters (source, frequency, amount, Longevity, VOD)  
 \_\_\_\_\_ Other Income documentation (income source, frequency, amount, VOD)  
 \_\_\_\_\_ Employment Income: 2 yrs W2's and Most recent 30 days of Paystubs or payroll summary  
 \_\_\_\_\_ Bank statements (all pages) 2 most recent months, (required for self employed or rental income)  
 \_\_\_\_\_ Tax Returns – 2 years, all pages, (required for self employment or rental income)  
 \_\_\_\_\_ YTD Profit / Loss Statement and balance sheet (required for self employed or rental income)  
 \_\_\_\_\_ Asset Verification Documentation (if required)

**HECM Purchase Loans Only**

- \_\_\_\_\_ Copy of Executed Purchase contract and any amendments
- \_\_\_\_\_ Amendatory Escape Clause
- \_\_\_\_\_ Real Estate Certification
- \_\_\_\_\_ Important notice To Home Buyers
- \_\_\_\_\_ For Your Protection Get a Home Inspection. Required on HECM for Purchase
- \_\_\_\_\_ Lead Based Paint Sellers Disclosure Form
- \_\_\_\_\_ HECM for Purchase Occupancy Affidavit
- \_\_\_\_\_ Identity of Interest Statement
- \_\_\_\_\_ 92900-B – Important Notice to Homebuyers
- \_\_\_\_\_ FHA HECM Loan Application Disclosure 2014
- \_\_\_\_\_ Asset Documentation 2 consecutive months bank stmts (original) OR original Bank VOD with most recent Stmt.
- \_\_\_\_\_ HUD 1 for previous home sale
- \_\_\_\_\_ Gift verification with fully executed gift letter
- \_\_\_\_\_ Non Borrowing Spouse Documentation (if applicable)
- \_\_\_\_\_ Repairs - All repairs done prior to Close, paid by the seller
- \_\_\_\_\_ New Construction - C of O issued prior to application
- \_\_\_\_\_ Foreclosure Review - No foreclosures in last three years on any loans

**Notes:** \_\_\_\_\_  
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