



HECM Wholesale Submission Checklist

Borrower(s) _____ Loan No: _____

State: TX County _____

HECM to HECM refinance? _____ Is this a HECM Purchase? _____

Will it have repair set aside? _____ Is the property a Condo? _____

SUBMISSION DOCS **Items for processor in BLACK, Items required with Initial App docs in Blue**

IF SCANNING APP, STACK BLUE ITEMS IN ORDER BELOW BEFORE SCANNING

- _____ LO and Company Licenses (NMLS Printout)
- _____ FHA Connection: Case number assignment printout to Urban Financial of America, LLC
- _____ LDP Limited Denial of Participation Printouts, (Borrowers, LO, company, appraiser)
- _____ GSA - GSA Printouts, (borrowers, LO, company, appraiser)
- _____ CAIVRS Printouts (Urban)
- _____ Counseling Certificate - point out additional counseling sources on website
- _____ **Origination Compensation Confirmation – required for TPO fixed rates only.**
- _____ Valid Changed Circumstance Worksheet – required if value has increased, product changed
- _____ **Legible Social Security (SSN) verification (can use photo if clear) **New SS Cards need to be in color****
- _____ **Death Certificate / Marriage License, if applicable**
- _____ **Good Faith Estimate**
- _____ **Estimate of Closing Costs (Borrowers to sign and date at the bottom)**
- _____ **Safe Harbor Reg Z Broker Document (loan options disclosure), (Fixed rate loan only)**
- _____ **Borrower’s Acknowledgment of Disclosures (prints out of order from RV)**
- _____ **Acknowledgment of Receipt of Good Faith Estimate**
- _____ **Settlement Service Providers List**
- _____ **Required Providers Disclosure**
- _____ **Total Annual Loan Cost Rate (TALC)**
- _____ **Amortization Schedule – Annual Projections**
- _____ **Reverse Mortgage Comparison**
- _____ **HECM Consumer Protection Against Excessive Fees Disclosure**
- _____ **Annuity Disclosure**
- _____ **HECM TIL – Important Terms Disclosure**
- _____ **Borrowers Certification and Authorization**
- _____ **Borrower's Notification**
- _____ **Tax & Insurance Disclosure / General Authorization / Joint Application / Bankruptcy Statement**
- _____ **Servicing Transfer Disclosure – required only upon re-disclosure for Brokers**
- _____ **Equal Credit / Fair Credit / Government Loans / USA Patriot Act**
- _____ **Privacy Policy 2 required – one for Lender and one for SFI**
- _____ **Housing Discrimination of 1977 Disclosure**
- _____ **Affiliated Business Arrangement Disclosure Statement**
- _____ **State Disclosures - 12 day letter, TX Mortgage Co disclosure**
- _____ **TX Mortgage Banker Disclosure**
- _____ **Lender Notice page (has 2 paragraphs in ALL CAPS)**
- _____ **TX Mortgage Company Disclosure LO Name and NMLS number**

- _____ 12 day Letter (3 page disclosure Titled: Important Notice To Borrowers)
- _____ Borrower Certification of Appraisal Delivery
- _____ Alternate Contact and Information Release Authorization
- _____ Interthinx Authorization, if no SSN available
- _____ Customer Identification, Patriot Act
- _____ Reverse Mortgage Repair Acknowledgment
- _____ Occupancy Certification (prints out of order)
- _____ Lead Based Paint Certification
- _____ Funds Disbursement Disclosure (prints out of order)
- _____ Counseling Disclosure
- _____ List of HUD Approved Counselors
- _____ FHA-Insured HECM Loan Application Disclosure
- _____ Applicant Compliance Agreement
- _____ Certificate Regarding Hotel and Transient Use – if property is 2 –to-4 unit
- _____ Ownership Interest Certification – if non-borrowing spouse, or if removing any party from title
- _____ Fund Transfer Information
- _____ Borrower’s Appraisal Request or Waiver Form

Financial Assessment Documentation

Any file submitted with all **bolded** items below, is eligible for a rush submission to underwriting

File will NOT be submitted to UW without the items in bold if the case number is assigned 4/27/15 or after.

- _____ Loan Application-1009, Schedule of Real Estate Owned (REO), 92900
- _____ Fully completed 1009 Addendum **LO to complete using financial information collected**
- _____ Credit Report, Tri-merge (Populated in RV)
- _____ 4506T (prints out of order) **unless tax returns provided (must show borrower’s names in the order they file taxes and with the appropriate address)**
- _____ Income Documentation (income cheat sheet) **Need valid source + verification of deposits or tax returns**
- _____ Tax Returns – NOT required for every income type; however will ensure a smoother underwriting process
- _____ Funds to Close (gift letter, Verification of Deposit (VOD), bank statements)
- _____ Insurance Binder **LO to collect Dec page plus agent contact info (required)**
- _____ Insurance Payment Verification **Form to be signed by borrowers**
- _____ Flood Certificate (to Urban Financial of America LLC)
- _____ Flood Insurance, if applicable
- _____ Payoffs and Invoices - **LO to collect Mortgage Statement copy at application**

Other Documentation

- _____ Attorney Opinion Letter & Copy of Trust Agreement (all pages & amendments), if closing in a trust
- _____ Guardianship, Conservatorship, Power of Attorney, if applicable

Preliminary Title Report	REQUIRED- Indicate all income sources being used to qualify
Last Recorded Vesting Deed	
Tax Certification	
CPL / Wiring Instructions	

- _____ Settlement Statement (not in app as it prints from RV, add it from additional docs before printing)
- _____ Survey, if applicable
- _____ Repair Inspections and bids, if applicable
- _____ Condo Documentation, if applicable: FHA Approval, Approved Condo Questionnaire, Budget, Master Policy, etc
- _____ Appraisal – Upload a PDF copy of the color appraisal to the ReverseVision Processing Tasks screen

HECM TO HECM Documents / Disclosures

- _____ HECM Anti-Churning Disclosure, if applies (HECM to HECM refi, **prints out of order**)
- _____ HECM Refinance Acknowledgment HECM to HECM refi, (**Prints out of order**)
- _____ HECM Payoff, if applicable for HECM to HECM refinance
- _____ HECM Refinance Worksheet (HECM to HECM refi)
- _____ Attorney Opinion Letter & Copy of Trust Agreement (all pages & amendments), if closing in a trust
- _____ Guardianship, Conservatorship, Power of Attorney, if applicable

Non-Borrowing Spouse

- _____ Ownership Interest Certification – if non-borrowing spouse, or if removing any party from title
- _____ Non-Borrowing spouse disclosure and certificate
- _____ DOB and SSN of Non-Borrowing Spouse
- _____ Credit Report for Non-Borrowing Spouse
- _____ Condo Documentation, if applicable: FHA Approval, Approved Condo Questionnaire, Budget, Master Policy, etc
- _____ Appraisal – Upload a PDF copy of the color appraisal to the ReverseVision Processing Tasks screen

Additional Docs

- _____ Married / unmarried borrower disclosure (**prints out of order**)
- _____ collateral protection insurance disclosure (**prints out of order**)
- _____ flood insurance disclosure notice (**prints out of order**)
- _____ Borrower Signatr-affidavit (**prints out of order**)
- _____ Disbursement Options (**prints out of order**)
- _____ Private Well and Septic disclosure (**prints from additional docs, required for properties with well or septic**)
- _____ SFI Credit Card Form completed or hold check for appraisal **required**
- _____ Tax cert
- _____ ID's - Date of Birth Verification – (**can use clear photo, address must match property address**)

Notes: _____

Broker: Senior Freedom Inc.

Processor: _____

Processor email _____

Processor Phone _____

Loan Officer _____

Submit questions to: urbansubmissions@ufareverse.com