

FHA Plus Loan Submission Check List

Minimum Requirements for Submission

- Credit Report associated with AUS (Recent within 60 days).
- Credit report for non-purchasing spouse (Community property state only)
- LOE regarding inquiries in last 120 days.
- AUS: DU or LP
- Income Documentation: Pay Stubs and Award letters – a total of 30 days, recent, and consecutive.
Income Documentation: W2s recent 2 years or if self-employed 1099s and Tax Returns recent 2 years.
- Initial 1003 and initial FHA application form 92900 signed by the borrower
- Asset Documentation: (2 most recent consecutive months bank statements; gift documentation).
- Earnest Money Deposit.
- Preliminary Title Report – 24-month chain of title and dated within 30 days of submission, Fully Executed Purchase Contract and/or Escrow Instructions.
- Signed and completed 4506T.
- Unexpired Government issued photo ID.

FHA Streamline

- Payoff statement, mortgage statement, copy of ID, most recent utility bill, and copy of mortgage note.
- Full credit report or a mortgage-only credit report/soft pull reflecting credit scores and complete mortgage rating.
- Complete the FHA seasoning & net tangible benefit worksheet to determine if veteran meets seasoning and rate reduction requirements

Note: If cash to close is required, two month bank statements will need to be provided

Required Initial Disclosures – signed & dated by borrower(s):

- Affiliated Business Arrangement Disclosure Statement Notice
- Anti-Steering [**3 options provided and indication of which option was chosen, signed by borrower(s)**].
- ARM Disclosure & Handbook on ARM (if applicable).
- Credit and/or Borrower Authorization.
- Verbal Credit Authorization signed by LO if credit was pulled prior to Disclosure.
- Equal Credit Opportunity Act (ECOA).
- Electronic Document Delivery Authorization
- Fair Lending Notice (CA only).
- Loan Estimate (Applicable to Broker issued LE)
- Home Ownership Counseling Disclosure.
- Initial Fee Worksheet.
- Intent to Proceed with Application. (Applicable to Broker issued LE)
- Mortgage Loan Disclosure Statement (CA only).
- Mortgage Loan Origination Agreement (MLOA)
- Privacy Policy Disclosure.
- Settlement Service Provider List.
- Social Security Verification Form

Additional FHA-Specific Disclosures: (Note – MCFI Wholesale will pull CAIVRS)

- Important Notice to Homebuyer (HUD Form 92900-B).
- FHA Informed Consumer Choice Disclosure Notice (completed, signed and dated).
- FHA Assumption Notice – Release of Liability.
- FHA / VA Amendatory Clause / Real Estate Certification (Purchase Only).
- For Your Protection: Get a Home Inspection (HUD Form 92564-CN Purchase Only).
- Borrowers with non-qualifying spouse – copy spouse's credit report and borrower's authorization signed by spouse.

Loss Payee / Mortgage Clause on Property Insurance (Hazard / Flood):

