

## Section D. Pre-Endorsement Checklist Exhibits

### Overview

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**In This Section** This section contains the topics listed in the table below.

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## 1. Exhibit 1: Pre-Endorsement Review Approval/Rejection Checklist for HECM Files

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**Change Date**      March 24, 2011

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**4155.2 12.D.1.a Documents Needed for Pre-Endorsement Review of HECM File**      The following documents should be identified during the review, and fastened to the left side of the uniform case binder:

- Second Note
- Second Mortgage/Deed of Trust
- three original Loan Agreements, and
- Notice to the Borrower.

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**4155.2 12.D.1.b Pre-Endorsement Review Approval/Rejection Checklist for HECM**      The following is an example of the Pre-Endorsement Review Approval/Rejection Checklist for HECM Files.

Place a checkmark in the Approved or Rejected column, as appropriate.

<b>Case Number:</b>	<b>By:</b>
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Approved (Please Check)	Rejected (Please Check)	Document
<input type="checkbox"/>	<input type="checkbox"/>	Late Submission Explanation, if received more than 60 days after closing
<input type="checkbox"/>	<input type="checkbox"/>	Copy of signed first Note

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# 1. Exhibit 1: Pre-Endorsement Review Approval/Rejection Checklist for HECM Files, Continued

## 4155.2 12.D.1.a Pre-Endorsement Review Approval/Rejection Checklist for HECM (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		Copy of signed first Security Instrument, such as the Mortgage or Deed of Trust
		Signed ORIGINAL second Note
		Signed Original or certified true copy of second Security Instrument, such as the Mortgage or Deed of Trust
		Signed Form <a href="#">HUD-1</a> , <i>Settlement Statement</i>
		Notice to Borrower
		Signed Loan Agreement  <i>Note:</i> There should be three originals.
		Choice of Insurance Options
		Certification regarding Hotel and Transient Use for 2-, 3-, or 4-unit properties
		Evidence of Calculations, for <ul style="list-style-type: none"> <li>• principal limit, and</li> <li>• monthly payment amount</li> </ul>
		Final Fannie Mae <a href="#">Form 1009</a> , <i>Residential Loan Application for Reverse Mortgages</i> , signed by all borrowers
		Form <a href="#">HUD-92900-A</a> , <i>HUD/VA Addendum to Uniform Residential Loan Application</i> signed and dated by the appropriate parties.  <i>Note:</i> Obtain the DE Underwriter’s name and ID No. from Page 3.
		Credit Report
		Evidence the borrower received counseling (Form <a href="#">HUD-92902</a> , <i>Certificate of HECM Counseling</i> )
		Evidence of Social Security Number, such as <ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• driver’s license, or</li> <li>• 1099 form.</li> </ul>
		Title Insurance Commitment, or other acceptable title evidence.
		Form <a href="#">HUD-92800.5b</a> , <i>Conditional Commitment Direct Endorsement Statement of Appraised Value</i>

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## 1. Exhibit 1: Pre-Endorsement Review Approval/Rejection Checklist for HECM Files, Continued

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### 4155.2 12.D.1.a Pre-Endorsement Review Approval/Rejection Checklist for HECM (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		Form <a href="#">HUD-92051</a> , <i>Compliance Inspection Report</i> prepared by an appraiser or fee inspector certifying satisfactory completion of the repairs.
		<ul style="list-style-type: none"> <li>• Final <i>Uniform Residential Appraisal Report</i> (URAR), and</li> <li>• complete appraisal package</li> </ul>

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files

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**Change Date**      March 24, 2011

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**4155.2 12.D.2.a Statutory and Regulatory Requirements**      The contents of the Pre-Endorsement Review Approval/Rejection Checklist for non-HECM Files

- are required by [24 CFR 203.255](#), and
- represent Statutory and Regulatory requirements.

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**4155.2 12.D.2.b Right Side of Binder Checklist for Non-HECM Files**      The following is an example of the right side of the binder Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files.

Place a checkmark in the Approved or Rejected column, as appropriate.

<b>Case Number:</b>	<b>By:</b>
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Approved (Please Check)	Rejected (Please Check)	Document
		Automated Underwriting Feedback Certification
		First-Time Home Buyer Counseling Certificate, for Hawaiian Homeland Loans only

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

### 4155.2 12.D.2.b Right Side of Binder Checklist for Non-HECM Files (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		<p>Late Submission Letter/Payment History, per HUD 4155.2</p> <ul style="list-style-type: none"> <li>• Confirm if the case was submitted more than 60 days <i>after</i> the loan closing date.</li> <li>• If yes, determine if the case meets the requirements of late submission processing, per <a href="#">HUD 4155.2 8.C.7.</a></li> </ul> <p><i>Note:</i> The loan must be current to be endorsed.</p>
		<p>Form <a href="#">HUD 92900-LT</a>, <i>FHA Loan Underwriting and Transmittal Summary</i></p> <p>Confirm the following:</p> <ul style="list-style-type: none"> <li>• Form is signed and dated by the Direct Endorsement (DE) Underwriter</li> <li>• Underwriter ID Number is included, and</li> <li>• Form <a href="#">HUD-92700</a>, <i>203(k) Worksheet, EEM Worksheet</i>, or 203(h) documentation is included, if applicable.</li> </ul> <p><b>IMPORTANT:</b> For Automated Underwriting Systems (AUS) loans, Form 92900-LT should reflect the system used and the appropriate ID number. The <a href="#">DE</a> Underwriter's signature is not required.</p>

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

4155.2 12.D.2.b Right Side of Binder Checklist for Non-HECM Files (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		<p>Note, including the note for the secondary mortgage, when applicable. Confirm the following:</p> <ul style="list-style-type: none"> <li>• the note is a copy</li> <li>• the note contains                             <ul style="list-style-type: none"> <li>– the same borrower(s) names(s) that appear on form <a href="#">HUD-92900-LT</a> and form <a href="#">HUD 92900.4, Firm Commitment</a>, and</li> <li>– all nine paragraphs of the <i>Model Note</i></li> </ul> </li> <li>• the face page of the note is                             <ul style="list-style-type: none"> <li>– marked certified copy, and</li> <li>– signed, conformed, or executed</li> </ul> </li> <li>• the mortgage amount is not higher than approved by the <a href="#">DE</a> underwriter, per                             <ul style="list-style-type: none"> <li>– form <a href="#">HUD 92900-LT</a></li> <li>– form <a href="#">HUD-92900-A, HUD/VA Addendum to Uniform Residential Loan Application, Page 3</a></li> </ul> </li> <li>• the term of the mortgage is the same as on the Uniform Residential Loan Application (URLA), and reflects the correct FHA Case Number and Automatic Data Processing (ADP) Code, and</li> <li>• all applicable Allonges, Agreements, riders are signed or conformed, such as the                             <ul style="list-style-type: none"> <li>– 796 Buydown</li> <li>– ARM Disclosure, or</li> <li>– 203(k) Rehabilitation Loan Agreements.</li> </ul> </li> </ul>

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

### 4155.2 12.D.2.b Right Side of Binder Checklist for Non-HECM Files (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		<p>Security Instrument such as the mortgage or deed of trust. Confirm the following:</p> <ul style="list-style-type: none"> <li>• the security instrument is a copy</li> <li>• the security instrument is               <ul style="list-style-type: none"> <li>– marked <i>certified copy</i>, and</li> <li>– signed, conformed, or executed</li> </ul> </li> <li>• the principal mortgage amount or maturity date on the security instrument is not higher than that approved by the <a href="#">DE</a> Underwriter</li> <li>• the security instrument contains               <ul style="list-style-type: none"> <li>– Paragraph 9 - <i>Ground for Acceleration of Debt</i>, and</li> <li>– Paragraph 18 - <i>Foreclosure Procedures</i></li> </ul> </li> <li>• the property address is the same as on the <a href="#">URAR</a>, and</li> <li>• all riders indicated on the last page of the security instrument are completed, signed or conformed, such as the               <ul style="list-style-type: none"> <li>– Condominium Rider</li> <li>– ARM Disclosure, or</li> <li>– 203(k) Rehabilitation Loan Agreements.</li> </ul> </li> </ul>

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

4155.2 12.D.2.b Right Side of Binder Checklist for Non-HECM Files (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		<p>Form <a href="#">HUD-1</a>, <i>Settlement Statement</i> and <a href="#">HUD-1 Addendum</a>. Confirm the following:</p> <ul style="list-style-type: none"> <li>• legible copies of Pages 1 and 2 are included, and</li> <li>• HUD-1 documents are complete and signed by the                             <ul style="list-style-type: none"> <li>– borrower</li> <li>– seller, and</li> <li>– settlement agent.</li> </ul> </li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• HUD, as the seller, does not sign on REO Sales.</li> <li>• Refinances may be a one-page form and the Addendum is <i>not</i> required.</li> </ul>
		<p>Final Uniform Residential Loan Application (URLA). Confirm the URLA is signed and dated by the mortgage lender and all borrowers.</p> <p><b>Note:</b> Ensure the mortgage lender’s signature on the initial application is acceptable, in lieu of his/her signature on the final URLA.</p>

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

### 4155.2 12.D.2.b Right Side of Binder Checklist for Non-HECM Files (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		Form <a href="#">HUD-92900-A</a> , <i>HUD/VA Addendum to Uniform Residential Loan Application</i> . Confirm the following: <ul style="list-style-type: none"> <li>• all four pages of the Addendum are complete, and signed and dated by the appropriate parties, and</li> <li>• Page 3 is signed by the DE Underwriter, or identified as AUS with the appropriate ID.</li> </ul>
		Credit Report(s)
		Asset Verification. Confirm that the Verification of Deposit (VOD) and/or bank statements are included.
		Gift Letter, if the gift is shown on form <a href="#">HUD 92900-LT</a> , <i>FHA Loan Underwriting and Transmittal Summary</i> .  <i>Note:</i> If <a href="#">AUS</a> accepted, a letter is not needed. The gift can be noted on the <a href="#">URLA</a> , in lieu of the Gift Letter.
		Income Verification. Can include any of the following: <ul style="list-style-type: none"> <li>• written or verbal verification of employment (VOE)</li> <li>• pay stub</li> <li>• Federal tax returns, or</li> <li>• evidence of a pension or retirement.</li> </ul>

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

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### 4155.2 12.D.2.b Right Side of Binder Checklist for Non-HECM Files (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		Evidence of the Social Security Number (SSN), such as <ul style="list-style-type: none"> <li>• a copy of the Social Security Card</li> <li>• a pay stub, or</li> <li>• W-2, etc.</li> </ul>

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

**4155.2 12.D.2.c** The following is an example of the left side of the binder Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files.

**Left Side of Binder Checklist**

Place a checkmark in the Approved or Rejected column, as appropriate.

Approved (Please Check)	Rejected (Please Check)	Document
		Form <a href="#">HUD-92300</a> , <i>Mortgagee Assurance of Completion</i> , if applicable. Confirm the form is completed and signed.
		Form <a href="#">HUD-92051</a> , <i>Compliance Inspection Report</i> . Confirm the <i>Compliance Inspection Report</i> is <ul style="list-style-type: none"> <li>• countersigned by the Direct Endorsement (DE) Underwriter, and</li> <li>• completed, signed and dated by an approved inspector.</li> </ul> <p><i>Note:</i> Local government inspection, with the <i>Underwriter Certification</i> may be accepted.</p>
		Form <a href="#">NPMA-33</a> , <i>Wood Destroying Insect Infestation Report</i> , or state mandated infestation report is included, as applicable.
		Local Health Authority's approval for individual water and sewer systems is included, when applicable.

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

4155.2 12.D.2.c Left Side of Binder Checklist (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		<p>The following New Construction Exhibits are included:</p> <ul style="list-style-type: none"> <li>• Form <a href="#">HUD-92541</a>, <i>Builder’s Certification</i> is complete, and signed and dated by the builder.</li> <li>• Form <a href="#">HUD-92544</a>, <i>Builder’s One-Year Warranty</i>.</li> <li>• Correct evidence, as applicable, of                             <ul style="list-style-type: none"> <li>– a <i>Ten Year Warranty Insurance</i> application, including the unit number if a condominium or planned unit development (PUD), or</li> <li>– <i>Early Start Letter</i>, and</li> <li>– three inspections completed by the local authority or FHA fee inspector for footings, frame, and final.</li> </ul> </li> <li>• Form <a href="#">NPCA-99a</a> and <a href="#">NPCA-99b</a>, <i>Subterranean Termite Treatment Report</i>.</li> </ul>
		Form <a href="#">HUD-92800.5b</a> , <i>Statement of Appraised Value</i> .
		Engineer’s Certificate for Manufactured Housing Foundation.

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

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### 4155.2 12.D.2.c Left Side of Binder Checklist (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		Confirm that the original <i>Uniform Residential Appraisal Report</i> (URAR) is complete and contains the appraiser's signature and date.
		For VACRV/VAMCRV loans, form VA-26-1841 or <a href="#">VA-26-1843a</a> with all attachments and endorsements.  <i>Note:</i> Include the VACRV if the case involves a VA conversion.

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

4155.2 12.D.2.c Left Side of Binder Checklist (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		<p>Specialized Eligibility Documents, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• 203(k), Rehabilitation Agreement, Plans, Work Write-Ups, Cost Estimates, and Initial Draw Request</li> <li>• Form <a href="#">HUD-92561</a>, <i>Borrower’s Contract With Respect to Hotel Transient Use of Property</i> for 2- to 4-unit properties, and</li> <li>• Condominiums: Occupancy Certification regarding 51% owner occupancy.</li> </ul>
		<p>Purchase Contract and Addenda. Confirm the following:</p> <ul style="list-style-type: none"> <li>• The contract and addenda are signed by all buyers and sellers.</li> <li>• The Amendatory Clause is signed by the buyers and sellers. <i>Note:</i> The Amendatory Clause is not required on REO Sales, or 203(k) loans.</li> <li>• Real Estate Certification is signed by buyers, sellers, and selling real estate agent or broker if his/her signature is not contained within the purchase agreement.</li> </ul>

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## 2. Exhibit 2: Pre-Endorsement Review Approval/Rejection Checklist for Non-HECM Files, Continued

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### 4155.2 12.D.2.c Left Side of Binder Checklist (continued)

Approved (Please Check)	Rejected (Please Check)	Document
		Form <a href="#">HUD-92564-CN</a> , <i>For Your Protection</i> .  <i>Note:</i> This item is not required for <ul style="list-style-type: none"> <li>• proposed or under construction properties, or</li> <li>• VACRV/VAMCRV loans.</li> </ul>

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### 4155.2 12.D.2.d The following documentation may also be included.

#### Additional Documentation

Approved (Please Check)	Rejected (Please Check)	Document
		Form <a href="#">HUD-54111</a> , <i>DE Request for Insurance Endorsement</i> or an alternative such as the 9100 screen. Confirm the form or screen is included and completed.  If this documentation is included, confirm the 9100 screen is sufficiently pre-filled to complete the CHUMS screens.
		Special Certification and Forms, as applicable. Confirm the following is executed: <ul style="list-style-type: none"> <li>• well or septic local approval letter, or</li> <li>• local code letter for 221(d)(2).</li> </ul>

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