

Borrower Name: _____

Property Address: _____

Standard Submission Documentation Checklist

Refer to the H4P Submission Packet for purchase requirements

Note: All documentation listed below must be included in the initial submission package. Any missing information will cause the loan to be placed on "hold" status until the proper documentation is received.

- 1009 - completed and signed
- Initial 92900A - signed
- All initial disclosures - completed and signed
- Counseling certificate - signed and dated by counselor and borrower(s)
***Must be within compliance for state specific requirements**
- Legible copy of all borrowers' driver licenses
- Legible copy of SS or government citizenship
- HOI declaration page
- Property tax statement
- Copy of executed trust - if applicable
- Copy of POA, guardianship, or conservatorship - if applicable
- Copy of doctor letter for POA - if applicable
- Title Report
- Credit Report



Reverse Vision Checklist

The following fields must be completed in Reverse Vision prior to submission

RV Screen	Section(s) to Complete
Borrower	<input type="checkbox"/> DOB <input type="checkbox"/> Personal information - SSN <input type="checkbox"/> Relationships (alternate contact) <input type="checkbox"/> Co-Borrower or NBS - if applicable <input type="checkbox"/> Financial information - monthly income, available assets <input type="checkbox"/> Primary and secondary identification document
Property	<input type="checkbox"/> Property section <input type="checkbox"/> Property related information section <input type="checkbox"/> Monthly property charges
Notes	<input type="checkbox"/> Input detailed explanation outlining the narrative of the loan, including extenuating circumstances, compensating factors, or other pertinent information for UW
Processing Input	<input type="checkbox"/> Living area sq. footage
Data Collection	<input type="checkbox"/> Family size
Income	<input type="checkbox"/> Add applicable income sources and amounts
Asset Dissipation	<input type="checkbox"/> Add applicable assets
Property Charges	<input type="checkbox"/> Real estate taxes - answer Y or N items <input type="checkbox"/> Hazard insurance - answer Y or N items



Income Documentation Checklist

The following fields must be completed in Reverse Vision prior to submission

Income Type	Documentation Required	Proof of 3 Year Continuance Required
SSA Disability	<p>One of the following:</p> <input type="checkbox"/> Budget/benefits letter or <input type="checkbox"/> SSA 1099	Yes
Private Disability	<input type="checkbox"/> Award letter from private disability insurer showing amount of disability assistance and expiration date	Yes
VA Disability	<input type="checkbox"/> VA award of benefits letter	Yes
Social Security Income (SSI)	<input type="checkbox"/> Last notice of award letter <p>and one of the following:</p> <input type="checkbox"/> Most recent bank statement <input type="checkbox"/> SSA 1099	Yes
Pension Income	<input type="checkbox"/> Most recent payment stub from pension <p>and one of the following:</p> <input type="checkbox"/> Most recent signed federal tax returns or <input type="checkbox"/> Most recent bank statement showing receipt of income or <input type="checkbox"/> Copy of pension award letter from former employer	Yes
IRA/401K Income	<input type="checkbox"/> Most recent 401K/IRA statement and <input type="checkbox"/> Most recent 1099 and <input type="checkbox"/> Most recent two months bank statements showing receipt of income	Yes
Annuity Income	<input type="checkbox"/> Copy of military leave and earnings statement (LES) and <input type="checkbox"/> Verify the expiration term of service date: if expiration date is within first 12 months of the mortgage, must document intent to continue service	Yes
Military Income	<input type="checkbox"/> Real estate taxes - answer Y or N items <input type="checkbox"/> Hazard insurance - answer Y or N items	Yes
Salaried, Hourly, Part-time, Overtime, Seasonal and Commission ($\leq 25\%$) Income	<input type="checkbox"/> Most recent paystubs covering the last 30 consecutive days showing YTD earnings and <input type="checkbox"/> Most recent two years of W-2's <i>*Processing will be required to verify employment prior to docs**</i>	No
Self-employment Income	<input type="checkbox"/> Signed copies of most recent 2 years tax returns and <input type="checkbox"/> All applicable signed business returns and <input type="checkbox"/> YTD P&L statement <i>**Business credit report and audited balance sheet for all corps and s corps will be required**</i>	No



Income Documentation Checklist

The following fields must be completed in Reverse Vision prior to submission

Income Type		Documentation Required	Proof of 3 Year Continuance Required
<input type="checkbox"/>	Alimony, Child Support, Maintenance Income	<input type="checkbox"/> Fully executed copy of the final divorce decree, legal separation agreement, court order, or <input type="checkbox"/> Voluntary payment agreement with documented receipt and <input type="checkbox"/> 3 months cancelled checks (12 months cancelled checks 'ok' for voluntary agreement)	Yes
<input type="checkbox"/> <input type="checkbox"/>	Trust Account Income	<input type="checkbox"/> Copy of Trust agreement with all amendments and restatements, document frequency, duration and amount of distribution <input type="checkbox"/> Most recent 2 months bank statements and <input type="checkbox"/> Most recent copy of trust bank account statement showing balances for continuance	Yes
<input type="checkbox"/>	Investment Income (Interest and Dividend Income)	<input type="checkbox"/> Signed copies of most recent 2 years tax returns and <input type="checkbox"/> Most recent month's account statement from accounts interest/dividend income is being derived from	Yes
<input type="checkbox"/>	Expected Income	<input type="checkbox"/> Must verify and document the existence and amount of expected income from employer in writing and <input type="checkbox"/> Guaranteed to begin within 60 days of the mortgage closing *For expected retirement income, must verify the account and that is guaranteed to begin with 60 days of the mortgage closing* **Depending on type of expected income, additional documentation will be required**	Yes
<input type="checkbox"/>	Rental Income from Subject Property	<input type="checkbox"/> Signed copies of most recent 2 years tax returns and <input type="checkbox"/> Copy of lease agreements and <input type="checkbox"/> Possibly Fannie Mae from 1025 *See Mutual of Omaha Mortgage Underwriting Lending Guide section 7.37 for additional requirements*	No



Income Documentation Checklist

The following fields must be completed in Reverse Vision prior to submission

Income Type		Documentation Required	Proof of 3 Year Continuance Required
<input type="checkbox"/>	Rental Income from other Real Estate	<input type="checkbox"/> Signed copies of most recent 2 years tax returns and <input type="checkbox"/> Possibly copies of lease agreements and <input type="checkbox"/> Possibly Fannie Mae form 1025 or 1004, 1007 and 216 *See Mutual of Omaha Mortgage Underwriting Lending Guide section 7.37 for additional requirements*	No
<input type="checkbox"/>	Commission Income (≥25% of total income)	<input type="checkbox"/> Signed copies of most recent 2 years tax returns and <input type="checkbox"/> Most recent paystubs covering the last 30 consecutive days showing YTD earnings and <input type="checkbox"/> VOE to include commission earnings broken out over 2 years	No

Asset Type		Documentation Required
<input type="checkbox"/>	Checking and/or Savings Account	<input type="checkbox"/> VOD for each account <input type="checkbox"/> 2 most recent statements for each account *If another person that is a non-borrower is on the account, a written statement from the non-borrower must state that the borrower has full access and use of funds*
<input type="checkbox"/>	Retirement Account	<input type="checkbox"/> 2 most recent monthly or quarterly statements for each account
<input type="checkbox"/>	Stocks and Bonds	<input type="checkbox"/> 2 most recent monthly or quarterly statements for each account <input type="checkbox"/> Copy of each stock or bond certificate
<input type="checkbox"/>	Private Savings Clubs	<input type="checkbox"/> Documentation providing the existence and duration of the club <input type="checkbox"/> Documentation showing funds are not part of a loan <input type="checkbox"/> Ledgers, receipts and verification documentation from the club's treasurer

Income documentation is now required on all files. Refer to the chart below in order to find the necessary documentation that corresponds with the specific income type for your borrower. Income documentation is required as part of **every loan submission**.

***Note: Only the most common income types are listed below. If your borrower receives income that is not listed here, please refer to the Mutual of Omaha Mortgage Underwriting Lending Guide or the Mortgagee Letter 2014-22 Property Charge Guide.**

Important facts to remember:

A two year employment history must be verified for all wage-earning borrowers.
 Processing will be required to verify employment prior to docs for all employed borrowers.

