

WHOLESALE FILE SUBMISSION HARD STOP LIST

Partner Cheat Sheet | October '23



The following items are always required for submission to Underwriting:		Requirements per Program Type			
Required Documentation	Documentation Requirements	H2H	H4P	Proprietary	Traditional HECM
Application	Completed 1009, all disclosures, and GFE.	x	x	x	x
Condominium	Evidence the condominium project is approved with FHA. <i>*For Proprietary; evidence of lender approval.</i>	x	x	*x	x
Counseling Certificate	Must be signed and dated within compliance or have a counseling waiver. If a courtesy POA is used at time of counseling, Counselor to certify in writing that the borrower attended counseling.	x	x	x	x
Credit	Credit accounts and liabilities to be disclosed in LOS. Credit report in file must not be frozen & minimum must show 2 of 3 repositories reporting (<i>UW will condition for 3rd</i>)	x	x	x	x
Date of Birth Exhibit	Must provide photo ID or Passport (<i>can be expired at submission but must be valid at time of closing</i>). If using Birth Cert; must have borrowers current name listed or documentation to paper trail such as marriage license.	x	x	x	x
Disclosures	Amendatory/Escape Clause & Real Estate Certification (<i>fully executed or at minimum, signed by buyers</i>)		x		
DocuSign/Other E-Sign Vendors	Certificate of completion, or equivalent.	x	x	x	x
FHA Case Query	Copy of case query for HECM being paid off, or confirmation of the previous case number uploaded to file.	x			
Manufactured Home	Flood certificate to verify the MH is not in a flood zone. (<i>if flood cert is not in file, Intake will pull to ensure not in a flood zone</i>)	x	x	x	x
Power of Attorney	LO to provide an LOE confirming why the POA is being used, and if necessary, a Doctor's letter certifying the borrower was competent when the POA was executed.	x	x	x	x
Purchase Contract	Does not have to be fully executed but must have complete copy in file. (<i>to include all addendums</i>)		x		
Social Security Number Exhibit	If another valid form of the SSN is not in the file, then a completed SSA89 will be required to provide for Data Verify. (<i>the UW will condition for additional documentation if there are discrepancies / red flags</i>)	x	x	x	x
Title	Preliminary Title Report, Wiring Instructions, and E&O	x		x	x