

**BORROWER(S) NAME:**

**LOAN NUMBER:**

**A) MANDATORY UNDERWRITING SUBMISSION REQUIREMENTS**

- Loans must be created and uploaded into [eXPRESS](#)
- Land Home Financial Services, Inc. LE Request / Submission Checklist
- Initial 1003 & Addendum (if applicable) Signed by the Borrower and Loan Officer
- AUS Findings (released to LHFS Wholesale)
  - (AUS required if using broker credit for qualification)
- Credit Report (dated within 90 days and Brokers Credit Report must show OFAC findings)
- Income Documentation per AUS Findings (see below for customary AUS income documentation)

| PRODUCT TYPE      | STANDARD                           | MANUAL UW - W2 EMPLOYEE  | MANUAL UW - SELF EMPLOYED              |
|-------------------|------------------------------------|--|--|
| <b>Govt (FHA)</b> | <input type="checkbox"/> Per AUS** | <input type="checkbox"/> YTD Paystub - YTD information must cover at least 30 days of earnings 2 years W2/WVOE*                            | <input type="checkbox"/> 2 years 1040s |
| <b>Govt (VA)</b>  | <input type="checkbox"/> Per AUS** | <input type="checkbox"/> Paystub(s) covering at least the most recent 30-day period with year-to date pay information and 2 years W2/WVOE* | <input type="checkbox"/> 2 years 1040s |

- \* WVOE must be from an independent 3<sup>rd</sup> party verification provider
- \*\* IRRRL & Streamline loans do not require an AUS or income documentation (see guidelines)

- Asset Documentation per AUS Findings (Showing Sufficient Funds)
- Earnest Money Deposit
- Valid Purchase Contract
- Mortgage Note of Payment Coupon to determine benefit (refinance only)
- [Manufactured Housing \(MH\) Checklist](#) – Must be submitted in addition to the above required items if property is MH (not applicable to USDA)

**B) TPO PARTNER DISCLOSED LOANS (INCLUDE SECTION B AND APPLICABLE SECTIONS BELOW)**

- Include items from Section A**
- Loan Estimate (LE) and any revised LEs and COCs
- [Service Provider List](#)
- Broker Itemization of Fees and Title/Settlement Fee Quote (unless LHFS disclosed initial LE)
- [Intent to Proceed](#) (Acknowledged by Borrower or Broker)
- [Acknowledgement of Receipt of Your Home Loan Toolkit](#)
- [Affiliated Business Arrangement](#) (if applicable)
- Signed and completed [4506T](#)
- CA Domestic Partnership (non-married borrowers; 2 boxed must be checked) If not using FNMA 1003 that includes domestic partnership language
- [Homeownership Counseling Disclosure](#)
- Mortgage Loan Origination Agreement
- CA MLDS or both (a) a Loan Estimate and (b) an executed CA LE Addendum
- Social Security Verification Form – Must be on [LHFS form](#).
- All State Required Broker Disclosures

**C) FHA REQUIRED DOCUMENTS (FHA ID: 7245500008)**

- Include items from Section A and B**
- FHA Case Number (order via [eXPRESS](#)) **prior to** appraisal order
- HUD / VA Addendum to URLA (1003) (HUD Form 92900-A)
- Non-Borrowing Spouse Credit Report\*
- FHA Informed Consumer Choice Disclosure Notice (completed, signed & dated)
- FHA Assumption Notice – Release of Liability
- FHA Amendatory Clause / Real Estate Certification (Purchase Only)
- For Your Protection: Get a Home Inspection (HUD Form 92564-CN Purchase Only)

**FHA Streamline – All applicable documents above including below:**

- [FHA Streamline](#) – Notice of Loan Transfer in Servicing
- [FHA Streamline](#) - Mortgage Note or Payment Coupon with Case Number
- [FHA Streamline](#) - Copy of current mortgage statement – to evidence monthly MI and P&I amount
- [FHA Streamline](#) - Current Payoff / Demand Letter (Netted escrow permitted)
- [FHA Streamline](#) - RE Tax Bill / Tax Certificate
- [FHA Streamline](#) - Hazard Insurance Declarations Page
- [FHA Streamline](#) - 2 Utility Bills to validate Owner Occupancy (if applicable) i.e. water, sewer, gas, electricity, or telephone/bundle
- [FHA Streamline](#) - [Net Tangible Benefit Worksheet](#) - #13 handwritten, Sign & Date
- [FHA Streamline](#) - Completed [Refinance Calculation Worksheet](#)
- [FHA Streamline](#) (NCQ) - Mortgage Only Credit Report (reflecting ≥640 FICO)
- [FHA Streamline](#) (NCQ) - Initial 1003 reflecting correct address, cell phone, and work numbers

\* **Non-Borrowing Spouse Credit Report required in the following states:**

Arizona ♦ California ♦ Idaho ♦ Louisiana ♦ Nevada  
New Mexico ♦ Texas ♦ Washington ♦ Wisconsin

Please note: **NOT** required for VA IRRRL or FHA Streamline loans

**D) VA REQUIRED DOCUMENTS (VA ID: 9065230000)**

- Include items from Section A and B**
- VA Certificate of Eligibility (dated within 30 days)
- HUD / VA Addendum to URLA (1003) (VA Form 1802A)
- Non-Borrowing Spouse Credit Report\*
- VA Counseling Checklist (26-0592) Active Duty Only
- VA Assumability Disclosure (VA Form 26-8978)
- VA Option Clause Addendum to Contract (Purchase Only)
- VA Interest Rate & Discount Disclosure Statement (Fixed Rate) OR VA ARM Disclosure Statement
- VA Federal Collection Policy Notice (VA Form 28-0503)
- VA Debt Questionnaire (VA Form 26-0551)
- VA Statement of Nearest Living Relative (name, address, telephone number)
- VA Verification of Benefit-Related Indebtedness (VA Form 26-8937) (bottom portion of form must be completed and signed by VA if veteran indicated "affirmative" to either question if the Funding Fee will be waived due to disability)

**VA IRRRL – All applicable documents above including below:**

- VA IRRRL – Mortgage Only Credit Report (reflecting ≥640 FICO)
- [VA IRRRL](#) – VA Certificate of Eligibility (must not include a condition for Refinance Restoration).
- [VA IRRRL](#) – Copy of Current Mortgage Coupon and Note for Existing VA Lien.
- [VA IRRRL](#) – Initial 1003 – (Income Blank - employment provided; signed and dated by Loan Officer)
- [VA IRRRL](#) - VA acknowledgement form - Located in TPO Partner LOS (Loan Comparison Statement old terms vs. new terms. Must not exceed 36 months recoupment period and dated within 3 business days from the initial date of the loan application)
- [VA IRRRL](#) - [Net Tangible Benefit Worksheet](#) - #13 handwritten, Sign & Date
- [VA IRRRL](#) - Case number pulled from the VA Portal – (Order as an IRRRL Case – DO NOT ORDER AN APPRAISAL AS THIS WILL REQUIRE THIS CASE # TO BE CANCELED AND A NEW ONE ORDERED: <http://vip.vba.va.gov/portal/VBAH/Home>)

**LHFS LOSS PAYEE CLAUSE**

Land Home Financial Services, Inc., ISAOA  
C/O Dovenmuehle  
P.O. Box 961292  
Fort Worth, TX 76161-0292

