



FHA Streamline Submission Worksheet (Feb 2010)

Required Documentation, Submission, and Underwriter Approval Worksheet

This worksheet has been created as a tool to the loan processor to ensure that he/she has gathered all of the necessary documentation for an FHA Streamlined Refinance. It may also be used by the underwriter to verify that all required documentation has been gathered and is acceptable, and as an underwriter approval worksheet.

LOAN # _____ FHA CASE # _____ SUBMISSION DATE: _____
 BUYERS NAME(S) _____
 PROPERTY ADDRESS: _____

<u>UNDRWTR</u> <u>APPROVAL</u>	<u>IN</u> <u>FILE</u>	<u>ITEM</u>
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FOLLOWING FORMS MUST BE IN FILE BEFORE SUBMISSION

_____	_____	Preliminary Title Report with plat mat
_____	_____	92900-WS, MCAW
_____	_____	92900-A, original 2 pages & final version, all four pages
_____	_____	Initial 1003, including date & method of application, signed by Loan Officer
_____	_____	Final 1003
_____	_____	Updated payoff statement
_____	_____	Mortgage rating or 12 months canceled checks
_____	_____	HUD case # assignment, with MIP refund & Refinance Authorization
_____	_____	Flood Certification
_____	_____	Homeowner's Insurance
_____	_____	Lock Confirmation
_____	_____	Proof of employment and income –B, C/B
_____	_____	Proof of assets needed to close (if applicable) – B, C/B
_____	_____	Picture ID & Proof of SS# - B, C/B
_____	_____	Copy of original note or information from lender (loan being refinanced)
_____	_____	If currently an ARM, evidence of current interest rate and current P&I payment.

OBTAIN FROM BORROWER IF TITLE WILL BE DIFFERENT THAN ORIGINAL TRUST DEED

_____	_____	Copy of <u>recorded</u> Quit Claim Deed (only if assumed/divorced/deleting name)
_____	_____	Six months proof of payment, or income info (if applicable)
_____	_____	Full qualify documents if deleting name from title

FOLLOWING FORMS MUST BE COMPLETED & SIGNED BY BORROWER BEFORE SUBMISSION

(If not signed, file must contain acceptable documentation that all documentation is in compliance with regulatory requirements, i.e., TIL mailed within three working days from application.)

_____	_____	TIL - Complete, Signed, Dated, L/O, B, C/B
_____	_____	Good faith - complete, signed, dated, L/O, B, C/B
_____	_____	Servicing Disclosure Notice - B, C/B
_____	_____	Privacy Disclosure - B, C/B
_____	_____	Patriot Act Disclosure Notice - B, C/B
_____	_____	State or other lender required Disclosure Notices, if applicable - B, C/B

APPRAISAL CONDITIONS, IF APPLICABLE

_____	_____	928005B, Conditional Commitment
_____	_____	URAR
_____	_____	Appraisal Notice - Complete, Signed, Dated, L/O, B, C/B
_____	_____	Appraisal Log-in
_____	_____	Lead paint Conditions of appraisal
_____	_____	Other appraisal conditions: _____

SIGNED AT CLOSING

_____	_____	Final 92900-A, complete, signed B, C/B, L/O
_____	_____	Final 92900-B, complete, signed, B, C/B
_____	_____	Final 1003, complete, signed B, C/B, L/O

OTHER CONDITIONS

COMMENTS