

ALL ITEMS BELOW MUST BE UPLOADED TO LHFS SECURE DOCUMENT VAULT

Borrower(s): _____ Property State: _____

Processor: _____ Phone #: _____

Email address: _____

HECM to Golden Equity or Proprietary Reverse Mortgage to Golden Equity Refinance? _____ Yes _____ No

Purchase? _____ Yes _____ No

Will this loan have a repair set aside? _____ Yes _____ No

Is the subject property a Condo? _____ Yes _____ No

RV Cash Flow Screen % of RI Requirement Fulfilled is 100%? _____ Yes _____ No

Please include any other information that we need to be aware of:

Required Documents for Submission

All items containing (*) are critical documents and must be in the file at time of submission.

- *Completed Submission Checklist.
- *Initial 1009, Addendum and Demographic Information Addendum.
- *Counseling Certificate. Must be signed & dated by Counselor and Borrower(s), Ineligible NBS or POA, as applicable.
- *California property only:
 - Reverse Mortgage Worksheet Guide.
 - Important Notice to RM Loan Applicant.
 - Disclosures must have a print date that is prior to Counseling & Application date.
- *Valid Photo ID and evidence of Social Security #. Required for Borrower(s) and Ineligible Non-Borrowing Spouse (as applicable).
- *24-month payment history for property taxes for the subject property.
- *Title Commitment
- *Trust Agreement & any Amendments, as applicable.
- *LHFS cannot accept an appraisal from the TPO Partner. **LHFS will order appraisal.**



Required Documents for Submission (continued)

All items containing (*) are critical documents and must be in the file at time of submission.

- *Tri-Merge Credit Report
- *Current mortgage statement(s) for subject property and all other real estate owned by borrower(s), as applicable
- *Fraud Alert Checklist. Mandatory if there is a Fraud Alert on the credit report or LBF's Interthinx report. Fraud Alert must be cleared prior to Underwriting. If more than one borrower and there is an alert for each borrower than contact must be made with each borrower. A spouse may not give authorization for the other spouse.
- *Letter(s) of Explanation for unsatisfactory credit, or property charge payment history, or credit inquires (as applicable). LOE's for credit inquiries must include if new credit was extended/granted.
- *Income documentation including but not limited to: Social Security Award Letter(s), Pension Benefit Letter, Written or Verbal Verification of Employment, 30 days consecutive paystubs, 2 years W2's, 2 years Federal tax returns with all schedules (personal & business), Bank Statement(s), etc., as applicable.
- *Asset documentation for 6 months TIA reserves for unsatisfactory credit or property charge payment history (as applicable).
- *Asset verification documentation for short funds to close or asset dissipation for income (if applicable)
- *POA/POA valid Photo ID, Doctor(s) Letter, Letter of Explanation for POA use, as applicable. Must be included in the submission if any documents (application or closing) are executed via POA.
- *Initial GFE
- *Re-disclosures, as applicable. Valid Change of Circumstance must be completed for each re-disclosed GFE.
- *All remaining Application disclosures

Additional items for Submission

- NMLS Loan Officer
- High Cost Test. Required in Utah & Vermont.
- Processor Certification of Appraisal Delivery
- Payoff(s), as applicable
- Closing Protection Letter (CPL)
- Wire Instructions
- Last recorded Deed(s) (if provided by title company)
- Death Certificate (if applicable)
- Survey (as applicable)
- Letter(s) of explanation for additional addresses reported in last 12 months, SS#'s or other mortgage(s) that appear on credit, if applicable.
- 24-month payment history for HOA/Condo/PUD fees, if applicable for the subject property.
- Documentation that supports Compensating Factors, as applicable.
- Invoices – appraisal, credit report, flood certificate, survey, Attorney review, Engineer, as applicable.



Purchase

All items containing (*) are critical documents and must be in the file at time of submission.

- *Most recent 1-month bank statement evidencing previous month's balance with satisfactory source of funds for any large deposits. For recently opened accounts and recent individual deposits of more than 1% of the lesser of Purchase Price or Appraised Value.
- *Contract of Sale/Purchase Agreement. All pages to the contract of sale & amendments/addendums, change orders, disclosures, as applicable, are required.
- Earnest Money Deposit (EMD) or Down Payment (DP) check or Attorney Escrow Letter along with the bank statement that evidence withdrawal. EMD must be documented when it exceeds 1% of the purchase price.
- Real Estate Certification
- Proposed Deed

HECM to Golden Equity or Proprietary Reverse Mortgage to Golden Equity

All items containing (*) are critical documents and must be in the file at time of submission.

- *Recent monthly mortgage statement
- HECM Refinance Worksheet from current Lender/Service Condominium

Condominium

All items containing (*) are critical documents and must be in the file at time of submission.

- *Condominium Questionnaire (FHA Condominium Questionnaire Form HUD 9991, FNMA PERS Approved or FNMA Limited Review, as applicable)
- FHA Connection Condominium approval print out, as applicable
- Master Insurance Policy. Must be valid for at least 30 days past closing or renewal policy is required.

