

See back of page for Public Burden and Sensitive Information statements

Office of Housing Federal Housing Commissioner

OBM Approval No. 2502 - 0059

(expires 10/31/26)

**Borrower and Property Information FHA Case No.**

**SOA**

Borrower Name _____		SSN _____	
Co-Borrower Name _____		SSN _____	
Property Address _____			
<b><u>Property Type</u></b> (Check only 1)	<b><u>Additional Property Information</u></b>	<b><u>Property Rights</u></b>	<b><u>Construction</u></b>
<input type="checkbox"/> 1 unit <input type="checkbox"/> 2 units <input type="checkbox"/> 3 – 4 units	Sales Price    \$ _____	<input type="checkbox"/> Fee Simple	<input type="checkbox"/> Existing
<input type="checkbox"/> Condominium <input type="checkbox"/> Co-op	Appraised Value    \$ _____	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Proposed
<input type="checkbox"/> Manufactured Housing			<input type="checkbox"/> New (less than 1 year)

## Mortgage Information

<b><u>Amortization Type</u></b> (Check only 1)		<b><u>Loan Purpose</u></b> (Check all that apply)		<b><u>Secondary Financing</u></b>	
___ Fixed Rate Monthly Payments		___ Purchase		Source/EIN _____	
___ ARM ___1 ___3 ___5 ___7 or ___10 years		___ No Cash-Out Refinance		___ Gov't ___NP ___Family	
___ ARM Index _____		___ Cash-Out Refinance		___ Other _____	
___ ARM Margin _____		___ Simple Refinance		Amount of Secondary Financing	
___ Interest Rate Buydown		___ Streamline Refinance		\$ _____	
		___ Construction-to-Permanent		<b><u>Gifts</u></b> Seller Funded DAP ___Y/N	
		___ Energy Efficient Mortgage		1) Source/EIN _____	
		___ Building On Own Land		___ Gov't ___NP ___Family	
		___ HUD REO		___ Other _____	
		___ 203(k)		Amount of Gift \$ _____	
		___ Standard		2) Source/EIN _____	
		___ Limited		___ Gov't ___NP ___Family	
		___ Other		___ Other _____	
				Amount of Gift \$ _____	

## Underwriting Information

<u>Monthly Income</u>			<u>Proposed Monthly Payments</u>		
	<u>Borrower</u>	<u>Co-Borrower</u>	<u>Total</u>	<u>Borrowers Primary Residence</u>	
Base Income	\$ _____	\$ _____	\$ _____	First Mortgage P&I	\$ _____
Other Income	\$ _____	\$ _____	\$ _____	Monthly MIP	\$ _____
Net Rental Income	\$ _____	\$ _____	\$ _____	HOA Fees	\$ _____
Total Income	\$ _____	\$ _____	\$ _____	Lease/Ground Rent	\$ _____
				Second Mortgage P&I	\$ _____
				Hazard Insurance	\$ _____
				Taxes & Special Assessments	\$ _____
				Total Mortgage Payment	\$ _____
<u>Debts &amp; Obligations</u>			<u>Monthly</u>	<u>Unpaid Balance</u>	<u>Qualifying Ratios</u>
Total Installment Debt	_____	_____			LTV _____ %
Child Support	_____	_____			CLTV (if 2nd permitted) _____ %
Negative Rental Cash Flow	_____	_____			Mortgage Payment-to-Income _____ %
All Other Monthly Payments	_____	_____			Total Fixed Payment-to-Income _____ %
Total Fixed Payment	_____	_____			
<u>Borrower Funds to Close</u>				<u>Borrower</u>	<u>Co-Borrower(s)</u>
Required	\$ _____		CAIVRS #	_____	_____
Verified Assets	\$ _____				
Closing Costs	\$ _____		LDP/SAM	___ Yes ___ No	___ Yes ___ No
Source of Funds	_____				
No. of Months in Reserves	_____				
Seller Contribution	_____ %				
<u>Underwriter Comments</u>					

Underwriter's signature & date (if required)	CHUMS ID #
X	

## Risk Assessment

Scored by TOTAL? ☐ Yes ☐ No Risk Class ☐ A/A or ☐ Refer

CHUMS ID # for Reviewer of appraisal

(Required for loans scored by TOTAL with risk class A/A or loans where the appraisal and credit reviews are performed by different underwriters.)

# FHA Loan Underwriting and Transmittal Summary

# U.S. Department of Housing and Urban Development

## Office of Housing Federal Housing Commissioner

This information is required to determine the eligibility of FHA mortgage insurance applicants. Public reporting burden for this collection of information is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

### Borrower and Property Information

SOA Mortgagees must enter the Section of the Act under which the mortgage is to be insured.

### Mortgage Information

Interest Rate: Mortgagees must enter the rate for fixed rate mortgages or the initial rate for 3-, 5-, 7-, and 10-year ARMs.

ARM Index: Mortgagees must enter the name of the index used.

Total UFMIP: Mortgagees must enter the amount being financed into the loan Total UFMIP (i.e., exclude cents).

Qualifying Rate: Mortgagees must enter the interest rate used to qualify a borrower for a 1-year ARM.

Loan Purpose: Mortgagees must check all loan purpose types that apply (e.g., the purchase of a property owned by HUD should have both the Purchase and HUD REO boxes checked).

Secondary Financing: Mortgagees must indicate the source type. If indicating a nonprofit (NP) or government agency (Gov't), they must also enter in the Employer Identification Number (EIN) for the entity. When indicating Other, lenders must identify the type (e.g., employer, labor union) and enter in the EIN (if applicable).

Seller-Funded DAP: Mortgagees must indicate whether any of the gift funds are derived from such a program by entering Y.

Gifts: Mortgagees must indicate the source type(s). If indicating a nonprofit (NP) or government agency (Gov't), they must also enter in the Employer Identification Number (EIN) for the entity. When indicating Other, lenders must identify the type(s) (e.g., employer, labor union) and enter in the EIN (if applicable).

### Underwriting Information

Negative Rental Cash Flow: If there is negative rental cash flow for the subject property and/or other properties owned by the borrower, the lender must enter the total dollar amount.

Total Fixed Payment: All debts and obligations, including the proposed housing payment.

Borrower Funds to Close Required: Mortgagees must enter the total amount that the borrower is required to pay at closing. If the borrower is receiving cash back, the amount should be in parentheses.

Closing Costs: Mortgagees must enter the amount being paid by the borrower, which may include prepaid & non-recurring closing costs but not discount points.

No. of Months in Cash Reserves: Mortgagees must enter the number of months in reserves for 3- and 4-unit properties only.

Seller Contribution: Mortgagees must enter the seller contribution as a percentage of the sales price.

CHUMS ID # for Review of Appraisal: This captures the CHUMS ID number of the underwriter who reviewed the appraisal. Completing this field is applicable when the underwriter who reviewed the appraisal is different from the one who reviewed the credit package (e.g. an Automated Underwriting System).

LDP/SAM Mortgagees must check the box if the borrower or co-borrower's name appears on list.

### Privacy Act Notice

Authority: Section 203 of the National Housing Act (12 U.S.C. § 1709) and Section 255 of the National Housing Act (12 U.S.C. § 1715z-20) authorize HUD to process applications for FHA insurance of eligible Single Family and Home Equity Conversion Mortgages and respond to inquiries regarding applications for mortgage insurance. 31 U.S.C. § 7701 and 42 U.S.C. § 3543 authorize HUD to collect taxpayer identifying numbers, which may include Social Security Numbers (SSNs).

Purpose: HUD will use this information to determine eligibility for FHA mortgage insurance, and for other purposes described in the published Privacy Act System of Records Notice (SORN).

Routine Uses: Pursuant to the published SORN, HUD may share the information with other program offices within HUD, law enforcement, other government agencies, government sponsored enterprises (GSEs), lenders, and other program participants, as necessary to verify eligibility, process mortgage insurance applications, engage in research and analysis, enforce the law, assist in matters related to court proceedings, respond to potential or actual threats to the security of Federal information systems and related data, and for any other routine use published in the SORN.

Disclosure: Providing this information is voluntary; however, failure to provide the requested information may delay or restrict your eligibility for an FHA-insured mortgage loan, or other benefits you are seeking.

The System of Records Notice (SORN) for this collection is the Computerized Homes Underwriting Management System (CHUMS), and is publicly available at: [https://www.hud.gov/program\\_offices/officeofadministration/privacy\\_act/pia/fednotice/SORNs\\_LoB#housing](https://www.hud.gov/program_offices/officeofadministration/privacy_act/pia/fednotice/SORNs_LoB#housing).