



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, DC 20410-1000

ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

**Special Attention of:**  
**All HUD-Approved Housing Counseling Agencies**

**NOTICE H 2013- 22**

**Issued: August 15, 2013**

**Expires: This Notice remains in effect until amended, superseded or rescinded.**

**Subject:** Back to Work - Extenuating Circumstances

**Purpose:** The purpose of this Housing Notice (Notice) is to:

- Describe the use of housing counseling to qualify under the provisions of ML 2013-26.
- Provide minimum underwriting standards and criteria for evaluating borrowers who have experienced an Economic Event, *as defined in* ML 2013-26, related to a severe reduction in income due to a job loss or other circumstances resulting in reduced Household Income.
- amend HUD Handbook **4155.1, Chapter 4, Section C** to add an Economic Event to the list of examples of extenuating circumstances and instruct lenders to use the guidance for Back to Work – Extenuating Circumstances established in this ML as Chapter 6 Section G, to underwrite an applicant with an Economic Event; and,
- Revise HUD Handbook **4155.1, 4.A.7.e**, to clarify the process for requesting review of information contained in CAIVRS for borrowers seeking an FHA-insured mortgage in accordance with the provisions of ML 2013-26.

**Introduction:** FHA is continuing its commitment to fully evaluate borrowers who have experienced periods of financial difficulty due to extenuating circumstances.

As a result of the recent recession, many borrowers experienced unemployment or other severe reductions in income, were unable to make their monthly mortgage payments, and ultimately lost their homes to a pre-foreclosure sale, deed-in-lieu, or foreclosure. Some borrowers were forced to file for bankruptcy to discharge or restructure their debts. Because of these recent recession-related periods of financial difficulty, borrowers' credit has

# NOTICE H 2013-22, Continued

been negatively affected. FHA recognizes the hardships faced by these borrowers, and realizes that their credit histories may not fully reflect their true ability or propensity to repay a mortgage.

To that end, FHA is allowing for the consideration of borrowers who have experienced an *Economic Event* and can document that:

- certain credit impairments were the result of a Loss of Employment or a significant loss of Household Income beyond the borrower’s control;
- the borrower has demonstrated full recovery from the event, and;
- the borrower has completed housing counseling.

Housing counseling is an important resource for both first-time home buyers and repeat home owners. Housing counseling enables borrowers to better understand their loan options and obligations and assists borrowers in the creation and assessment of their household budget, accessing reliable information and resources, avoiding scams, and being better prepared for future financial shocks, among other benefits to the borrower.

---

**Effective Date:**

This Notice is effective for case numbers assigned on or after (August 15, 2013 through September 30, 2016.

---

**Affected Programs:**

<b>HUD 4155.1, Mortgage Credit Analysis for Mortgage Insurance</b>
Add Chapter 6 section G, “Back to Work – Extenuating Circumstance”, and the guidance in ML 2013-26 in its entirety to this new section.
Add to section 4.C.2.f, Previous Mortgage Foreclosure, an Economic Event to the list of examples of extenuating circumstances and instruct lenders to use alternative guidance in Chapter 6.
Add to section 4.C.2.g, Chapter 7 Bankruptcy, instructions to lenders to use alternative guidance in Chapter 6 when the extenuating circumstance is a result of an Economic Event.

Note: ML 2013-26 will serve as Section G until the 4155.1 Handbook can be updated.

**Applicability:**

The guidance in ML 2013-26 is applicable to purchase money mortgages in all FHA programs with the exception of Home Equity Conversion Mortgage loans.

## NOTICE H 2013-22, Continued

Lenders must use the provisions of ML 2013-26 when considering a borrower who experienced an Economic Event, as defined in ML 2013-26, resulting in a foreclosure, short sale, bankruptcy or other negative impact on their credit and whose application has been issued a “Refer” recommendation by TOTAL Scorecard, or received an “Accept/Approve” but is manually downgraded.

In addition to meeting the guidelines set out in ML 2013-26, loans originated using these criteria must meet all other applicable FHA eligibility and policy criteria. Lenders remain responsible for determining whether the borrower meets all other HUD requirements before approving the loan.

---

### **Eligibility for Borrowers affected by an Economic Event:**

Borrowers that may be otherwise ineligible for an FHA-insured mortgage due to FHA’s waiting period for bankruptcies, foreclosures, deeds-in-lieu, and short sales, as well as delinquencies and/or indications of derogatory credit, including collections and judgments, may be eligible for an FHA-insured mortgage if the borrower

- can document that the delinquencies and/or derogatory credit are the result of an Economic Event as defined in ML 2013-26,
- has completed satisfactory Housing Counseling, as described in this Notice (and ML 2013-26), and
- meets all other HUD requirements.

### ***Definitions***

*An Economic Event* is any occurrence beyond the borrower’s control that results in Loss of Employment, Loss of Income, or a combination of both, which causes a reduction in the borrower’s Household Income of twenty (20) percent or more for a period of at least six (6) months.

*The Onset of an Economic Event* is the month of Loss of Employment/Income.

*Recovery from an Economic Event* is the re-establishment of Satisfactory Credit (as defined on page 5 of ML 2013-26) for a minimum of twelve (12) months.

---

### **Eligibility for Borrowers affected by an Economic Event-Continued:**

The term *borrower* includes borrowers and co-borrower.

*Borrower Household Income* means the gross income of the borrower and all *Household Members*, as defined below, for purposes of assessing loss of income. The gross income of each Household Member must be computed in accordance with FHA income requirements.

# NOTICE H 2013-22, Continued

*Note: Household Member*, for the purpose of this Notice, means an individual residing at the borrower’s primary residence at the time of the Economic Event and who was a co-borrower on the borrower’s previous mortgage.

*Note: Borrower Household Income* is used for the purpose of defining an Economic Event. Only the income from the borrower, not Household Income, may be used as Effective Income for the purpose of qualifying for the new loan.

*Housing Counseling*, for purposes of this Notice, means counseling from a HUD-approved housing counseling agency related to homeownership and residential mortgage loans that is provided in accordance with 24 C.F.R. part 214 “Housing Counseling Program” and satisfies the requirements identified in *Satisfactory Housing Counseling*.

## ***Satisfactory Credit***

### ***1. Satisfactory Credit Requirements***

The lender may deem a borrower to have Satisfactory Credit if:

- The borrower’s credit history is clear of late housing or installment debt payments, and major derogatory credit issues on revolving accounts;
- Any open mortgage is current and shows twelve (12) months satisfactory payment history. Mortgages may have been brought current through loan modification, which may be “temporary” or “permanent” so long as all payments have been documented as being received in accordance with the modification agreement(s); and
- The borrower meets the requirements of ML 2013-26.

### **Eligibility for Borrowers affected by an Economic Event-Continued:**

When evaluating a borrower with non-traditional credit history, the lender may deem a borrower to have Satisfactory Credit if the borrower’s non-traditional credit history covering at least twelve (12) months in duration includes:

- No history of delinquency on rental housing payments; and
- No more than one thirty (30) day delinquency on payments due to other creditors, and
- No collection accounts/court records reporting (other than medical or identity theft).

Refer to Handbook 4155.1 Chapter 4, Section C for more information on

# NOTICE H 2013-22, Continued

analyzing a borrower with non-traditional credit history.

## **2. Satisfactory Credit: *Required Documentation***

The lender must verify and document a reduction in the borrower's Household Income of twenty (20) percent or more for a period of at least six (6) months that resulted from the Loss of Employment, Loss of Income, or a combination of both.

### **A. *Loss of Employment***

The lender must verify and document the Loss of Employment by obtaining:

- A written Verification of Employment (VOE) evidencing the termination date or in cases where the employer is no longer in business:
  - a written termination notice, or
  - other publicly available documentation of the business closure;*and*
- Documentation of receipt of unemployment income.

**Eligibility for Borrowers affected by an Economic Event-Continued:**

### **B. *Loss of Income***

The lender must verify and document the Borrower's Household Income prior to Loss of Income by obtaining:

- a written VOE evidencing prior income; or
- signed tax returns or W-2s evidencing prior income.

For a Loss of Income based on seasonal employment, the lender must verify and document a two year history of seasonal employment in the same field just prior to the Loss of Income, in addition to meeting the documentation requirement above.

For a Loss of Income based on part-time employment, the lender must verify and document a two year history of continuous part-time employment just prior to the Loss of Income in addition to meeting the documentation requirement above.

### **C. *Post Economic Event Income***

The lender must verify and document the Borrower's Household Income after the onset of the Economic Event in accordance with the guidance in Handbook 4155.1 Chapter 4 sections D-E & ML 12-3.

# NOTICE H 2013-22, Continued

## 3. Satisfactory Credit: *Analysis*

The lender must then analyze the documentation to determine the Loss of Employment and/or Loss of Income resulted in a minimum twenty (20%) reduction in income for a minimum of six (6) months.

Note: Even if the Household Member (as defined in ML 2013-26) is not an applicant on the current loan, the lender is responsible for obtaining the necessary authorizations to verify Household Members employment or income as part of the requirement to document reduction in household income at the time of the event.

### **Analysis of Economic Event-Related Payments or Credit Deficiencies:**

The lender must first analyze and document (1) all delinquent accounts and (2) all indications of derogatory credit, including collections and judgments, bankruptcies, foreclosures, deeds-in-lieu, short sales, and other credit problems, to determine whether associated late payment, credit deficiencies or other credit problems were the result of an Economic Event, or an inability to manage debt or a general disregard for managing financial obligations.

To establish that borrower's derogatory credit was the result of an Economic Event, the lender must review the credit report and determine that:

- The borrower exhibited Satisfactory Credit prior to the Economic Event Onset;
- The borrower's derogatory credit occurred after the Economic Event Onset, and
- The borrower has re-established Satisfactory Credit for a minimum of twelve (12) months.

#### **1. Required Documentation**

##### **A. Economic Event-Related Collections and Judgments**

The lender must verify and document all collections and judgments were the result of the Economic Event.

For borrowers with open collection accounts or judgments, the lender must also meet the requirements of Handbook 4155.1, Section 4.C.2.e, Analysis of Collections and Judgments.

##### **B. Economic Event-Related Mortgage Foreclosure**

The lender must verify and document that:

### **Analysis of an**

- a minimum of twelve (12) months have elapsed since the date

# NOTICE H 2013-22, Continued

**Economic  
Event Related  
Late  
Payments or  
Credit  
Deficiencies-  
Continued:**

- of foreclosure or deed-in-lieu; and
- the foreclosure or deed-in-lieu was the result of the Economic Event.

### ***C. Economic Event-Related Short Sale***

The lender must verify and document that:

- a minimum of (12) months have elapsed since the date of sale; and
- the short sale was the result of the Economic Event.

### ***D. Economic Event-Related Chapter 7 Bankruptcy***

The lender must verify and document that:

- a minimum of twelve (12) months have elapsed since the date of discharge of the bankruptcy; and
- the bankruptcy was the result of the Economic Event.

### ***E. Economic Event-Related Chapter 13 Bankruptcy***

The lender must verify and document that:

- the Chapter 13 Bankruptcy was discharged prior to loan application and all required bankruptcy payments were made on-time, or a minimum of twelve (12) months of the pay-out period under the bankruptcy has elapsed and all required bankruptcy payments were made on time; and
- the bankruptcy was the result of the Economic Event.

If the Chapter 13 Bankruptcy was not discharged prior to loan application, the lender must also verify and document that the borrower has received written permission from the Bankruptcy Court to enter into the subject mortgage transaction.

---

**Economic  
Event-Related  
Factor,  
Housing  
Counseling:**

### ***Housing Counseling***

#### ***A. Satisfactory Housing Counseling: Requirements***

To qualify for purposes of establishing Satisfactory Credit following an Economic Event, participants in this FHA initiative must:

- Receive homeownership counseling from HUD-approved agencies, as defined at 24 C.F.R. 214.100, or

## NOTICE H 2013-22, Continued

- Receive a combination of housing education and housing counseling, provided that each participant receives a minimum of one hour of one-on-one counseling. Education may be provided by HUD-approved housing counseling agencies, state housing finance agencies, approved intermediaries or their sub-grantees, or through an on-line course.

And,

- Complete the counseling a minimum of thirty (30) days but no more than six (6) months prior to submitting a loan application to a lender, as application is defined in Regulation X, implementing the Real Estate Settlement Procedures Act, 24 C.F.R. 3500.2(b).

The counseling or combination of education and counseling should cover at least the following:

- Pre-purchase counseling topics, including but not limited to assessing the participant's household debt level, completing a budget; assessing homeownership readiness, a discussion of various types of mortgage loans and features along with special financing products, mortgage insurance, common lending documents; steps in loan application, approval and closing processes; selecting a home; understanding the roles of real estate professionals, payment of real estate taxes, homeowners insurance, homeowner association or condominium dues and fees, refinancing, default and foreclosure; and sale or other disposition of a home, and
- the cause of the Economic Event and the actions taken to overcome the Economic Event and reduce the likelihood of recurrence.

In addition to the customary file contents, as outlined in Chapter 3, Delivery of Housing Counseling Services, Chapter 5, Recordkeeping and Reporting of the Housing counseling handbook, and 24 CFR § 214.300; the client files should include: documentation that describes the actions taken to overcome the economic event and reduce the likelihood of recurrence.

---

### **Economic Event-Related**

Housing counseling may be conducted in person, via telephone, via internet, or other methods approved by HUD, and mutually agreed upon by the

## NOTICE H 2013-22, Continued

**Factor Continued:** borrower and housing counseling agency, as provided for in the regulations at 24 CFR 214.300 and in the HUD Housing Counseling Handbook 7610.0-Rev.5.

A list of agencies can be obtained online at <http://hud.gov/findacounselor>, or by calling 1 (800) 569-4287.

### ***B. Housing Counseling Fees***

Housing Counseling provided to potential borrowers with Economic Events may be funded through any means permitted by the HUD Housing Counseling Program, see 24 C.F.R. Part 214 and Handbook 7610.1, Rev-5

(<http://www.hud.gov/offices/adm/hudclips/handbooks/hsg/7610.1/76101HSGH.pdf>). Any housing counseling fee must be charged in accordance with 24 C.F.R. § 214.313, and must be reasonable, affordable, customary and commensurate with the services provided.

Counseling provided to clients participating in the Back to Work initiative may be funded through a number of sources. These sources may include lenders, Federal, state and local government, investors, foundations, and clients.

NOTE: the fee must be reasonable, affordable and customary. Housing counseling agencies may fund the homebuyer-counseling using a combination of funding from different sources. Despite the source of funds, the cost of the counseling must be commensurate with the services provided.

---

### ***C. Housing Counseling: Required Disclosures***

Housing counseling agencies must provide the following disclosures to all clients:

- An explicit description of any financial relationships between the agency and any lender;
- A statement that the borrower is not obligated to pursue a loan with a lender; and
- A statement that “Completion of this housing counseling program and receipt of a letter of completion of counseling do not qualify {you/the borrower} for an FHA-insured loan program. A lender will have to determine if {you/the borrower} qualify for a loan and acknowledge that you may not be approved for a loan.”

# NOTICE H 2013-22, Continued

**Economic  
Event-Related  
Factor  
Continued:**

Furthermore, the counseling agency must provide information on alternative services, programs and products that are available to the client at the time of counseling.

***D. Housing Counseling: Required Documentation***

Counselors will verify and provide documentation in the form of a letter as outlined in ML 2013-26, that the borrower has completed the required pre-purchase housing counseling by obtaining a letter from the borrower issued by the Participating Housing Counseling Agency on agency letterhead and include that includes the agency's Tax Identification Number (TIN). The letter must state: borrower's name, the counselor's name, that counseling was delivered in accordance with ML 2013-26 requirements, the date upon which counseling was completed, borrower's signature and the signature of an authorized official of the counseling agency providing the counseling.

- Counselors will verify and provide documentation that the borrower received the proper disclosures (refer to Section C. Required Disclosures of this Notice and ML 2013-26) from the housing counseling agency.
- The lender must place the letter evidencing completion of the pre-purchase housing counseling and housing counseling agency disclosures in the FHA Case Binder immediately following the borrower's credit report.

---

**Insurance  
Application  
Processing:**

In order to identify loans utilizing the alternative guidance found in this section, lenders must indicate the application has been underwritten in accordance with the "Back to Work – Extenuating Circumstance" guidance in the insurance application screen on FHA Connection:

The screenshot shows a web form with the following fields and values:

Back to Work:	No
Underwriters	Select
Underwriter Approval Date:	Yes 0 / 12
Underwriter ID:	No
Appraisal Underwriter:	BH79
Scorecard Decision:	Referred

Lenders must also complete the housing counseling information in the insurance application screen, including the housing counseling agency

# NOTICE H 2013-22, Continued

TIN:

<b>Counsel Type:</b>	HUD Approved
	N/A Not Counseled Lender Third Party HUD Approved
<b>Counsel TIN:</b>	12 - 3456789

---

**Request for  
Waiver or  
Resolution of  
CAIVRS  
Indicators:**

In accordance with Handbook 4155.1, mortgagees are required to screen borrowers through CAIVRS. If CAIVRS screening indicates that the borrower has had a claim paid within the previous three years on a loan insured on the borrower's behalf by FHA, the lender may submit a request for waiver or resolution of the unresolved CAIVRS indicator.

Prior to submitting the request for waiver or resolution, for loans that meet the requirements found in ML 2013-26 the DE underwriter must:

- Fully underwrite the application to determine all other eligibility requirements have been met.
- Approve the loan subject to additional conditions.

On the direct endorsement approval, (HUD 92900-A page 3), indicate in the Additional Conditions under "Other": "Subject to CAIVRS indicator resolution by FHA".

The Mortgagee may then submit the request, including the following information, to HUD at the address below:

- A cover sheet indicating CAIVRS clearance request for Back to Work.
- FHA Case number.
- Name(s) of borrower(s) with CAIVRS indicators.
- Point of Contact for the Mortgagee
- Page 3 of the 92900A, signed by the DE underwriter indicating "Subject to CAIVRS indicator resolution by FHA" under "Other".

Send to:

US Department of Housing and Urban Development  
Attn: Division Director, Home Mortgage Insurance Division  
451 7<sup>th</sup> St. SW, Room 9266  
Washington, DC 20410

## NOTICE H 2013-22, Continued

HUD will review the request and provide the Lender with affirmation of the decision for waiver or resolution.

---

**Paperwork  
Reduction  
Act:**

The current information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0059. The new information collection requirements contained in this document are pending approval by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned the existing OMB control number 2502-New. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

**Questions:**

If you have questions regarding this Notice, please call the FHA Resource Center at 1-800-CALLFHA (1-800-225-5342). Persons with hearing or speech impairments may reach this number via TTY by calling the Federal Information Relay Service at 1-800-877-8339. For additional information on this Housing Notice, please visit [www.hud.gov/answers](http://www.hud.gov/answers).

---

**Signature:**

Carol J. Galante  
Assistant Secretary for Housing-Federal Housing Commissioner

---