

Attachment 1

HECM REQUIRED DOCUMENTS FOR ENDORSEMENT		
	Left Side of Binder	Right Side of Binder
1	Choice of Insurance Options (Assignment or Shared Premium)	Request for Late Endorsement and Certification stating the loan is in good standing and property charges are current, if applicable (refer to Mortgagee Letter 2013-02)
2	Form HUD-92800.5b, <i>Conditional Commitment Direct Endorsement Statement of Appraised Value</i>	HECM Financial Assessment worksheet signed by the DE Underwriter (refer to Mortgagee Letters 2014-22 and 2014-21) <i>Note:</i> Required for case numbers issued on or after March 2, 2015
3	Form HUD-92051, <i>Compliance Inspection Report</i> , or FNMA Form 1004D, <i>Appraisal Update and/or Completion Report</i> , if applicable <i>Note:</i> This form is used in conjunction with the Repair Rider and certifies that required repairs have been satisfactorily completed	Mortgagor and Non-Borrowing Spouse Certifications (refer to Mortgagee Letter 2014-07)
4	The appropriate appraisal reporting form for the property type must be included in the Valuation and Reporting Package Fannie Mae Form, Uniform Residential Appraisal Report (URAR), including all attachments and endorsements	Evidence of the mortgagor's age and Non-Borrowing Spouse's age, if applicable
5	Life of Loan Flood Certification (refer to Mortgagee Letter 2010-43)	Evidence of the mortgagor's Social Security Number and Non-Borrowing Spouse's Social Security Number, if applicable (refer to Mortgagee Letter 2014-07)
6	Specialized Eligibility Documents (to include, but not limited to): Form HUD-92561, <i>Borrower's Contract with Respect to Hotel and Transient Use of Property</i> (required on 2, 3, or 4 Unit properties) Condominiums <ul style="list-style-type: none"> - Occupancy Certification regarding 51% owner occupancy - DELRAP or HRAP: mortgagee certification of Condominium Requirements Manufactured Housing Engineer's Certification for housing foundation	<i>Certificate of HECM Counseling</i> - received from a HUD-approved counseling agency and signed by the mortgagor and counselor. Evidence of lack of mortgagor and non-borrowing spouse competency if HECM counseling is not provided directly to any HECM mortgagor or Non-Borrowing Spouse. If the case involves a HECM-to-HECM Refinance and the mortgagor opts-out of counseling, a copy of the estimate used to compute Block #1 on the Anti-Churning Disclosure must be provided

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7	Purchase Contract Transactions <ul style="list-style-type: none"> - Amendatory Clause executed by all parties - Real Estate Certification executed by all parties - All other contract addenda Escrow instructions, if applicable	HECM-to-HECM Refinance Transactions Original Form HUD-92901, <i>Home Equity Conversion Mortgage Anti-Churning Disclosure</i> is required
8	Evidence of construction completion and Certificate of Occupancy (CO) or equivalent, if applicable	First (1 st) Note <i>Note:</i> Original maintained by mortgagee
9	Title Insurance Commitment or other acceptable evidence of title insurance, in an amount not less than the Maximum Claim Amount	First (1 st) Security Instrument (Mortgage or Deed of Trust) and all applicable riders <i>Note:</i> Original maintained by Mortgagee
10		Second (2 nd) Note (Not required for fixed interest rate) <i>Note:</i> Original mailed directly to HUD’s Servicing Contractor
11		HUD-1 Settlement Statement and HUD-1 Addendum with Closing Certifications (refer to Mortgagee Letter 2010-39)
12		Most recent payoff demand for mortgage debt paid off using HECM proceeds
13		Mortgagor authorization to apply unused escrow funds (refer to ML 2013-29).
14		Notice to Borrower
15		Original and two copies of the Loan Agreement and the following related exhibits: <ul style="list-style-type: none"> - Schedule of Closing Costs and Liens - Payment Plan Repair Rider, if applicable
16		Initial and Final Fannie Mae Form 1009, <i>Residential Loan Application for Reverse Mortgages</i>) and Part VI of Fannie Mae Form 1003 or equivalent (refer to Mortgagee Letter 2014-22
17		Form HUD 92900-A, <i>HUD/VA Addendum to the Uniform Residential Loan Application</i> (all pages)
18		Documentation supporting compliance with seasoning requirements for Existing Non-HECM liens, if applicable (refer to Mortgagee Letter 2014-21). <i>Note:</i> Required for case numbers issued on or after December 15, 2014

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19		<p>Financial Assessment Documentation</p> <ul style="list-style-type: none"> - Credit history documentation, including credit report, evidence of CAIVRS authorization code and GSA/LDP check - Income verification documentation - Asset verification documentation - Property charge verification documentation - Residual Income Analysis worksheet - Tax deferral or exemption documentation - Purchase transactions must include documentation to indicate the mortgagor's recent debts were not borrowed to meet the cash investment requirement - Documentation supporting cited Extenuating Circumstances and/or Compensating factors - Any other documentation that supports mortgagee's decision to require a Life Expectancy or Residual Income Shortfall Set Aside - Documentation on the calculation of the amount of any Life Expectancy Set-Aside (refer to Mortgagee Letters 2014-22 and 2014-21) <p><i>Note:</i> Required for case numbers issued on or after March 2, 2015</p>
20		<p>Good Faith Estimate, including initial and revised GFEs, if applicable</p>
21		<p>Evidence of calculations for</p> <ul style="list-style-type: none"> - Principal Limit - Monthly Payment - Line of Credit - <p><i>Note:</i> A screen print is acceptable</p>
22		<p>Evidence of calculations for Life Expectancy Set Aside (refer to Mortgagee Letters 2014-22 and 2014-21)</p> <p><i>Note:</i> Required for case numbers issued on or after March 2, 2015</p>
23		<p>Durable Power of Attorney or legal document appointing a conservator or guardian, if applicable</p>