

APPENDIX 17
PRE-ENDORSEMENT REVIEW CHECKLIST
CASE NUMBER _____

This list represents the pre-endorsement review documents required by the CFR 203.255 and represent Statutory and Regulatory requirements.

1. Was case submitted MORE than 60 days AFTER the date of loan closing?
Y N
If yes, does the case meet, the requirements of Late Submission Processing (4165.1 Chapter 3)? Note: Loan must be current to endorse.
 2. Form HUD-54111 (DE Request for Insurance Endorsement) or alternative version. (same sequence of information) (DE cases only)
Y N
Is the 54111 completed sufficiently to execute the CHUMS screens?
 3. Original Uniform Residential Loan Application (URLA).
Y N
Is the URLA signed by lender and borrower? (Lender's signature on the initial application is acceptable in lieu of lender's signature on final URLA).
 4. Form HUD-92900-A (Addendum to URLA).
Y N
a. Are pages one through four signed by the appropriate parties?
 5. Form HUD-54113 (DE Underwriter/Mortgagee Cert) or closing cert if non-DE.
Y N
a. If DE, is the 54113 complete and both sections signed by appropriate parties?
b. If non-DE, is the closing certification present and signed by the lender?
 6. Are Special Certifications and Forms executed as applicable? i.e., Hotel and Transient Use, intent to occupy by military personnel, well or septic certs, local code letter (221(d)(2), well/septic local authority approval letter, etc.
Y N
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7. Note and Security Instrument (mortgage or deed of trust).
Y N
a. Is the face page of the note and the security instrument marked "certified copy"? Are the note and security instrument signed or conformed?

- d. Is the principal mortgage amount or maturity date greater than that approved by the DE underwriter?
- e. Does the note contain all nine paragraphs of the model note?
- f. Does the security instrument contain paragraph 9 entitled "Grounds for Acceleration of Debt" and paragraph 17 entitled "Foreclosure Procedures"?
- h. Are all riders indicated in paragraph 4(D) of the note and on the last page of the security instrument completed and signed/or conformed?
8. Form HUD-1 (Loan Settlement Statement) and Addenda.
- Y N
- a. Is the settlement statement complete and signed? Are certifications signed?
9. Original Uniform Residential Appraise Report (URAR).
- Y N
- a. Does the URAR contain the appraiser's original signature and date?
- b. If this case involves a VA conversion, does the file contain a copy of the VA-CRV?
10. Form HUD-92541 (Builder Certification) for new construction.
- Y N
- Is the 92541 complete and signed and dated by the builder?
11. Form HUD-92051 (Compliance Inspection Report(s)).
- Y N
- Is the 92051 complete and signed and dated by an approved inspector?
12. Ten Year Warranty Insurance Binder (application) (if required) for new construction.
- Y N
- Is the property address (including unit number if Condo/PUD) correct?

Completed by: _____ date _____