

FHA CASE BINDER---DOCUMENTATION ORDER

Effective March 1, 2001

LEFT SIDE OF BINDER	RIGHT SIDE OF BINDER
Mortgagee Assurance of Completion , * form HUD-92300	Automated Underwriting Feedback Certificate/Findings Report *
Compliance Inspection Report , form HUD-92051 or other acceptable documentation AND evidence of satisfaction of valuation conditions (as applicable)	Request for Late Endorsement* in compliance with Chapter 3 of HUD Handbook 4165.1 REV1
Wood Destroying Insect Infestation Report , form NPCA-1 or State mandated infestation report (as applicable)	Mortgage Credit Analysis Worksheet (HUD 92900-PUR or 92900-WS, as applicable) with any supporting documents <ul style="list-style-type: none"> • Section 203(k) HUD-92700, Maximum Mortgage Worksheet * • EEM and/or 203h program documentation * • Attachments, memos, and clarifications *
Local Health Authority's Approval * for individual water and sewer systems	Copy of the Mortgage Note and all applicable riders and allonges Copy of the Security Instrument with all applicable riders
New Construction Exhibits: <ul style="list-style-type: none"> • Builder's Certification, Form HUD-92541 • Builder's Warranty of Completion Form HUD-92544 • Evidence of 10 Year Warranty Plan Coverage * • Inspection Report(s) - HUD-92051, VA-26-1839 for VA CRV's and MCRV's, or HUD approved local building authority inspections * • Subterranean Termite Treatment Report - NPCA-99a and NPCA-99b * 	HUD-1 Settlement Statement HUD-1 Addendum (for purchases) that complies to Mortgagee Letter 91-9
Statement of Appraised Value , form HUD 92800.5b (Conditional Commitment)	Uniform Residential Loan Application (URLA) HUD/VA Addendum to Uniform Residential Loan Application , Form HUD-92900-A
Comprehensive Valuation Package (CVP) <ul style="list-style-type: none"> • Uniform Residential Appraisal Report (URAR) • Form HUD 92564-VC (Notice to the Lender) • Form HUD 92564-HS (HomeBuyer Summary) • Location map, photos of properties, building sketch Master Appraisal Reports (MAR) HUD-91322, including all attachments and amendments * VA CRV—VA-26-1841- & MCRV's VA-26-1843a, including all attachments and endorsements *	Credit and Capacity documentation <ul style="list-style-type: none"> • Credit Report(s) • Asset Verification documentation (including gift letter(s) and relevant documents) • Income Verification documentation
NOTE: 2 nd Copy of complete CVP to be stapled and placed loose in binder	Evidence of Social Security Number (if not shown on printed paystubs or W-2s) or for non-profit mortgagors, Tax Identification Number
Specialized eligibility documents (such as, but not limited to) <ul style="list-style-type: none"> • 203(k): Rehabilitation Agreement, Plans, Work Write-ups, Cost Estimates, Initial Draw Request • Form HUD-92561—Borrower's Contract with Respect to Hotel and Transient Use of Property • Condominiums- Occupancy Certification regarding 51% owner occupancy. Spot Condo docs, etc. * 	
Purchase Contract * <ul style="list-style-type: none"> • Amendatory Statement executed by all parties • Real Estate Certification executed by all parties • All other contract addenda • Escrow Instructions * Form HUD-92564-CN * ("For Your Protection: Get a Home Inspection")	* Indicates "When/if applicable"