

THE REVISED FHA CASE BINDER

The left side of the binder	The right side of the binder
Mortgagee Assurance of Completion , Form HUD-92300, when applicable.	Request for Insurance Endorsement , Form HUD-54111. This form need only be included in the binder by those lenders that do not use one of FHA's electronic systems to request insurance.
Builder's Certification of Plans, Specifications, and Site , Form HUD-92541, when applicable.	Homeownership Counseling Certification for First-Time Homebuyers , if appropriate
Compliance Inspection Report Form HUD-92051 or other acceptable documentation, when applicable, and evidence of satisfaction of valuation conditions.	Request for Late Endorsement documentation (payment history), when applicable.
Wood Destroying Insect Infestation Report , from NPCA-1 or State mandated infestation report, as appropriate.	Certified copy of the Security instrument and Note and all applicable riders.
Builder's Warranty , Form HUD-92544, and 10-Year Warranty , or VA Certificate of Reasonable Value or VA Master Certificate of Reasonable Value , when applicable.	HUD-1 Settlement Statement and HUD-1 Addendum on purchase transactions.
Local health authority approval for individual water and sewer systems.	Certification regarding Hotel and Transient Use , for investors as required by §203.16 and on all two, three and four unit properties.
Credit report and any credit explanations.	Uniform Residential Loan Application and the Form HUD 92900-A.
Asset verification documentation, including gift letters.	The Mortgage Credit Analysis Worksheet , form HUD 92900-WS and, for Section 203(k), the HUD-92700, Max. Mort. Worksheet.
Income verification documentation.	Statement of Appraised Value , Form HUD-92800.5b and the Valuation Condition Sheet, except for properties sold by HUD.
Evidence of Social Security Number or Employer Identification Number. If evidenced by the asset or income verifications, it need not be included.	Uniform Residential Appraisal Report (URAR) . Only include the actual two page form, the photographs of the subject property and comparables, and the sketch of the subject property. Photographs and sketches are <i>not</i> required for those cases involving a VA-CRV.
Purchase Contract and any addenda.	Specialized eligibility documents , such as Plans, Work Write-ups, Cost Estimates, and Repair riders under Sec. 203(k); documents required for the Energy Efficient Mortgage (EEM) program; evidence of destruction of residence of the Sec. 203(h) program.

(August 1, 1997)

**THE REVISED FHA CASE BINDER FOR
HOME EQUITY CONVERSION MORTGAGES**

The Right Side of the Binder (HUD does not require any documents on the left side of the Binder)
Request for Insurance Endorsement , Form HUD 54111-A. This form need only be included in the binder by those lenders that do not use one of FHA's electronic systems to request insurance.
Certified copy of the Security Instrument and Note and all applicable riders and the loan agreement.
Original second Security Instrument and Note and all applicable riders.
HUD-1 Settlement Statement.
Notice to Borrower.
Loan Agreement (3 copies).
Choice of Insurance Options.
Certification regarding Hotel and Transient Use on all two, three, and four unit properties.
Evidence of calculations for principal limit and monthly payment amount, if any.
Uniform Residential Loan Application and the Form HUD-92900-A.
Credit Report (For Federal debts).
Evidence the mortgagor received counseling.
Evidence of Social Security Number.
Mortgagee's election of assignment or shared premium option.
Title Insurance Commitment or other acceptable title evidence.
Statement of Appraised Value , Form HUD-92800.5b and the Valuation Condition Sheet.
Uniform Residential Appraisal Report (URAR). Only include the actual two page form, the photographs of the subject property and comparables, and sketch of the subject property.

(August 1, 1997)