

**THE REVISED FHA CASE BINDER FOR  
HOME EQUITY CONVERSION MORTGAGES**  
(For Direct Endorsement Cases ONLY)

<p><b>THE RIGHT SIDE OF THE BINDER</b> (HUD does not require any documents on the left side of the Binder)</p>
<p><b>1. Request for Insurance Endorsement</b> (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.</p>
<p><b>2. First Security Instrument and Note.</b> Certified copy of the first Security Instrument and Note and all applicable riders.</p>
<p><b>3. Second Security Instrument and Note.</b> <b>Original</b> Second Security Instrument and Note and all applicable riders. If original Second Security Instrument is not back from the recorder's office at the time endorsement is requested, submit a certified copy of the document sent for recording. * The <b>original</b> recorded Second Security Instrument should be forwarded to HUD when returned by the recorder's office.</p>
<p><b>4. HUD-1 Settlement Statement.</b></p>
<p><b>5. Notice to Borrower.</b></p>
<p><b>6. Loan Agreement and Repair Rider if applicable</b> (3 originals).</p>
<p><b>7. Choice of Insurance Options</b> (assignment or shared).</p>
<p><b>8. Certification regarding Hotel and Transient Use</b> on all two, three, and four-unit properties.</p>
<p><b>9. Evidence of calculations</b> for principal limit and monthly payment amount, if any. (Screen Print)</p>
<p><b>10. Uniform Residential Loan Application</b> (all pages) and <b>HUD/VA Addendum</b> (HUD-92900-A, pages 1 and 2).</p>
<p><b>11. Credit Report</b> (for Federal debts).</p>

<b>12. Evidence the mortgagor received counseling.</b>
<b>13. Evidence of Social Security Number.</b>
<b>14. Title Insurance Commitment</b> or other acceptable title evidence.
<b>15. Statement of Appraised Value</b> (HUD-92800.5b) and the Valuation Condition (VC) Sheet and any VC not listed on the <b>Repair Rider.</b>
<b>16. Uniform Residential Appraisal Report.</b> Only include the actual two-page form, the photographs of the subject property and comparables, and sketch of the subject property.

\* **When recorded originals are received after endorsement, Field Office staff should forward these documents to the Asset Management staff to be joined with the certified copy previously provided by the lender.**

**Field Offices may not delay endorsement by requesting additional documents.**