



HECM Submission Checklist

Reverseit/Wholesale U/W
 8909 S. Yale Avenue
 Tulsa, Ok. 74137
 P: 918-477-7771
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Admin Use Only

Rec'd Date & Time: _____

Borrower(s): _____ **Loan #:** _____
State: _____ **County:** _____

- Is this loan a HECM to HECM refinance?** **yes** **no**
- Is this loan a HECM Purchase?** **yes** **no**
- Will this loan have a repair set-aside?** **yes** **no**
- Is this loan a Condominium?** **yes** **no**

Compensation by Borrower or Lender? _____ **(Must be completed)**

- ___ Origination Compensation Confirmation
- ___ Valid Change Circumstance Worksheet
- ___ LO and Company Licenses
- ___ HECM Refinance Worksheet - **if applicable (for HECM to HECM refinances)**
- ___ HECM Anti-Churning Disclosure - **if applicable (for HECM to HECM refinances)**
- ___ Insurance Binder
- ___ Flood Certificate to Urban Financial Group
- ___ Flood Insurance (if applicable)
- ___ FHA Connection: Case number assignment print out to Urban Financial Group
- ___ Initial Application (1009)
- ___ Initial Application Addendum (HUD/VA addendum)
- ___ Good Faith Estimate
- ___ Estimate of Closing Costs
- ___ Safe Harbor RegZ Broker Document
- ___ Borrower's Acknowledgement of Disclosures
- ___ Settlement Service Providers List
- ___ Required Providers Disclosure
- ___ Total Annual Loan Cost Rate
- ___ Amortization Schedule - Annual Projections
- ___ Reverse Mortgage Comparison
- ___ HECM Consumer Protection Against Excessive fees Disclosure
- ___ Annuity disclosure
- ___ HECM TIL- Important Terms Disclosure
- ___ Borrowers Certification and Authorization
- ___ Borrower Notification
- ___ Tax & Insurance Disclosure/General Authorization/Joint Application/Bankruptcy Statement
- ___ Servicing Transfer Disclosure Statement **(only required for Principal Agents)**
- ___ Equal Credit/Fair Credit/Gov'n't Loans/USA Patriot Act
- ___ Right to Privacy and Bankruptcy Disclosure
- ___ Housing Discrimination of 1977 Disclosure
- ___ State Specific Disclosures - **if applicable**
- ___ Anti-Coercion Disclosure
- ___ Notice of Availability of Appraisal
- ___ Alternative Contact and Information Release Authorization
- ___ Interthinx Authorization (if no SSN verification available)
- ___ Customer Identification - Patriot Act
- ___ Reverse Mortgage Repair Acknowledgment
- ___ Occupancy Certification
- ___ Lead Based Paint Certification
- ___ Counseling Disclosure
- ___ List of HUD Approved Counselors
- ___ Counseling Certificate
- ___ LDP print outs
- ___ GSA print outs
- ___ CAIVRS print out
- ___ Credit Report - Tri-merge
- ___ Social Security number verification
- ___ Date of Birth verification
- ___ Death Certificate/Marriage License - **if applicable**
- ___ Funds to Close (Gift Letter, VOD, Bank Statements) - **if applicable**
- ___ Attorney Opinion Letter and Copy of Trust Agreement (all pages, amendments) - **if closing in a Trust**
- ___ Guardianship, Conservatorship, Power of Attorney - **if applicable**
- ___ Affiliated Business Arrangement Disclosure Statement - **if applicable**
- ___ Ownership Interest Certification - **if non-borrowing spouse or removing any party from title**
- ___ Certificate Regarding Hotel & Transient Use - **if property is 2-4 unit**
- ___ Preliminary Title Report
- ___ Last Recorded Vesting Deed
- ___ Tax Certification
- ___ CPL/Wiring Instructions
- ___ Settlement Statement
- ___ Survey - **if applicable**
- ___ Payoffs and Invoices
- ___ Repair Inspections/bids - **if applicable**
- ___ Condominium documentation- FHA Approval, Approved Condo Questionnaire, Budget, Master Policy, etc. - **if applicable**
- ___ Appraisal - **Upload PDF copy of color appraisal in Processing Tasks section of Reverse Vision**

For Massachusetts Only:
 *Verify that "Important Information for Elder Homeowners" disclosure is present in file and fully executed.
 *Verify from the Website that the HECM Counselor has been approved to conduct counseling by the Executive Office of Elder Affairs.
 Approval confirmed?

For Vermont Only:
 Was the Counseling performed via telephone?
 If so, verify that the HECM Counselor is approved by Vermont (check website).

Notes: _____

Company: _____ **Branch:** _____
Processor: _____ **L. O.** _____

Processor email address: _____
Processor phone number: _____