

Borrower Homework

The intent of the Borrower Homework is to help you gather pertinent information that will be required to be submitted with your HECM Loan Application. This documentation should be gathered prior to your loan application meeting with your loan officer. Providing complete and legible copies of the documentation that is applicable to you will allow us to move your loan application through the review and validation process in a timely manner, and allow us to provide the best customer experience possible.

Counseling Certificate

All Reverse Mortgage applicants must complete the 3rd party counseling class prior to submitting an official application

_____ Complete Reverse Mortgage Counseling. Original certificate, signed by borrower/s and NBS if applicable..
Please have your counselor email/fax counseling certificate to: _____

Identification Documentation ONE of the following forms of ID

_____ Copy of Driver's License or Government issued ID or Passport (borrowers and NBS)(legible copies)
_____ Copy of Social Security Card (borrowers and NBS)(legible copies)
_____ W-2 or 1099 Statement with legible Social Security number

Alternative Contact Information Please provide contact info for two friends/family members

Provide the Name, Relationship, Address, Phone Number, and E-mail address of an individual not living in the property. If the Lender or Servicer cannot reach the borrower this individual may be contacted.

Retired, Income Documentation Please provide ALL applicable documents

_____ Social Security Award Letter, VA or Pension Award Letter
_____ Most recent 2 years of 1099 Statements for SSI and/or VA/ Pension
_____ Most recent 2 years of Tax returns, all schedules and all pages
_____ Pension Benefits - Including continuation of benefits letter and award letter

Employed, Income Documentation Only if you are still currently employed

_____ Copies of last 30 days of paystub (must show YTD income) Phone # of HR to verify income
_____ If you employer uses " The work number" to verify income, need employer ID and code number
_____ Last 2 years of W-2 forms
_____ A letter of explanation for any gaps of employment in the last 2 years

Self Employed, Income Documentation Only if you are currently self employed

_____ Copies of the last 2 years Personal and Corporate/Business Tax Returns, with all schedules and a copy of the extension letter if current year has not been filed (Contact Tax Preparer)

Rental Income Documentation Only if you own rental properties

_____ If receiving rental income from "boarder" or rental property, 2 years tax returns (all schedule) and copies of fully executed rental agreement/s.
_____ Property tax and homeowner's insurance information for each rental property.
_____ Verification of Occupancy of Primary Residence

Asset Information Please provide ALL applicable documents

_____ Most recent 2 months of official bank statements for both personal and business accounts . All pages are needed, even the blank pages. Activity statements are not sufficient.
_____ If statement not mailed, printouts from your bank Website must have name and account number on each page
_____ IRA or Retirement account statements, most recent quarterly statement, if needed for funds to close or Asset Dissipation for income.
_____ Brokerage or other Retirement account statements, most recent quarterly statement, if needed for funds to close or Asset Dissipation for income.

Property Related Documentation Please provide ALL applicable documents

_____ Most Current Mortgage Statement for subject property and other properties
_____ Copy of Homeowner's Insurance Declaration Page with Agent Name and Phone number
_____ Two years of Homeowner's insurance payments
_____ Copy of current property tax bill (if available)
_____ Contact information for any Homeowner's Association and document the HOA dues paid for 24 months

Legal Related Documentation Only if applicable

_____ Copy of Living Trust (all pages), if property is vested in a trust
_____ Copy of Power of Attorney, if POA will be used in this transaction
_____ Copy of Death Certificate, if someone currently on title is deceased

Purchase Related Documentation Only if you are utilizing your reverse mortgage to purchase a New Home

_____ Copy of the Purchase and Sales Contract (NO Seller, Realtor or Lender contributions or personal property included in the contract)
_____ If funds coming from the SALE OF ANOTHER PROPERTY, we'll need a copy of the Closing Statement proceeds from the sale.showing
_____ If funds coming from a GIFT from a family member, we'll need a gift letter stating that the funds are a gift with no down payment expected or implied along with a complete "paper trail" showing where the funds came from.
_____ If funds coming from the LIQUIDATION OF INVESTMENTS, we'll need copies of the most recent statements and the complete paper trail showing the transfer of funds from your account, either directly to escrow or to your checking account.
_____ We'll also need proof that your EARNEST MONEY CHECK has cleared the bank so it can be credited to your down payment. We'll need a copy of the cancelled check along with a bank statement or printout showing the check has cleared.
_____ If you have SOLD ANOTHER PROPERTY, we'll need to document that fact you have paid your PROPERTY TAXES on time for the past 2 years and your HOMEOWNERS INSURANCE for the previous 12 months.
_____ If you've been renting, we'll need to provide a "verification of rent" documenting the fact that you've paid your rent on time (up to the previous 24 months)