

# HECM Submission Checklist

## GENERAL INFORMATION

Company Name		Contact Name	
Contact Phone		Contact Email(s)	

Borrower Name(s)		Property State	
Is the property a condo?	Y	N	HECM Transfer? Y N
HECM to HECM Refi?	Y	N	If yes, enter FHA Case Number:
Quantum Reverse Financial Assessment screen % of RI requirements fulfilled is 100%?	Y	N	

**Any additional information we need to be aware of:**

## REQUIRED DOCUMENTATION

**The loan will NOT be submitted to Underwriting without these documents:**

Counseling certificate: Signed and dated by all parties

*If using POA, POA is required to be listed execute the certificate. NBS required to be listed and execute certificate.*

*If California, 7 day cool off applies from the date of counseling.*

Fully executed loan application and application disclosures

Valid Photo ID and evidence of Social Security Number (required for borrowers and Non-borrowing spouses)

Tri-merge credit report with all borrowers

Income documentation

*Social Security Award Letter, Pension Benefit Letter, 30 days consecutive paystubs, 2 years w2's, 2 years Federal tax returns with all schedules (personal & business), bank statements, etc., as applicable*

Homeowners Insurance Declaration page

Power of Attorney documentation *(if applicable)*

Competent

Incompetent

## ADDITIONAL DOCUMENTATION

**Will improve turn time. NOT required for first Underwriting approval.**

POA valid photo ID, doctors letter for POA use

Trust agreement *(if applicable)*

HOA documentation *(if applicable)*

Current Mortgage statement *(if applicable)*

24 month property tax payment history

Letter(s) of explanation for unsatisfactory credit, property charge payment history, or credit inquiries.

Payoff(s)

2 months bank statements

*If short funds to close*

Appraisal PDF version

Smartfi to order

Title report or title & settlement agent information and fee sheet.

*Fee sheet/estimated fee sheet required if partner ordered title.*

Smartfi to order

## CALIFORNIA LOANS

State specific counseling requirements regarding CA cooling off period

Important notice to Reverse Mortgage Loan Applicant Disclosure

Reverse Mortgage Worksheet Guide

## SMARTFI INFORMATION

### Mortgagee Clause

**Smartfi Home Loans, LLC ISAOA**

**3636 Nobel Dr. Ste 210**

**San Diego, CA 92122**

### Smartfi FHA Sponsor ID

**00917-0000-7**

*Thank you for your partnership.*