Table of Contents

I. TABLE OF CONTENTS

PAGE NO. TOPIC

SECTION 2: HOW TO BECOME A DIRECT ENDORSEMENT UNDERWRITER

- 2-1 Guidelines for Becoming an FHA Direct Endorsement Underwriter
- **2-2** Qualifications for Becoming a DE Underwriter
- **2-4** Responsibilities of the DE Underwriter
- 2-5 Underwriting Procedures, Quality Control Plan
- **2-6** Conditional Approval Review of 15 Cases, Unconditional Approval, Addition of New Underwriters, Loss of Underwriters
- 2-7 Hiring an Approved DE Underwriter, Responsibilities for Underwriting the FHA Property and Credit

SECTION 3: UNDERWRITING THE FHA PROPERTY

- **3-1** Handling Property Considerations
- **3-2** Repair and Inspection Requirements for Existing Properties
- **3-4** Site Considerations
- **3-11** FHA Requirements for Individual Wells and Septic Tanks
- **3-17** Required FHA Disclosures and Forms Relating to the Property
- **3-29** Reviewing the Information on the Back of the *Conditional Commitment*
- **3-33** Completing the *Conditional Commitment*
- **3-41** Prohibition of Property Flipping
- **3-43** Second Appraisal Requirements
- **3-45** Electronic Appraisal Delivery Portal
- **3-46** Reconsideration Actions

SECTION 4: APPRAISAL ANALYSIS

- **4-1** Reviewing and Underwriting the Appraisal
- **4-2** Frequently Asked Questions Relating to the Appraisal
- **4-6** Appraisal Review Checklist Red Flags
- **4-9** Explanation of Red Flags Found on Appraisal Review Checklist
- 4-21 Appraisal Terminology

SECTION 4: APPRAISAL ANALYSIS (Cont'd)

- 4-27 Uniform Residential Appraisal Report
- **4-33** Reviewing and Analyzing the Appraisal
- **4-33** Reviewing the *"Subject"* Section
- **4-33** Reviewing the "*Contract*" Section
- **4-34** Reviewing the *"Neighborhood"* Section
- **4-43** Reviewing the *"Site"* Section
- 4-48 Reviewing the *"Improvements"* Section
- **4-53** Reviewing the *"Sales Comparison Approach"* Section
- **4-60** Reviewing the *"Reconciliation"* Section
- **4-61** Reviewing the "*Cost Approach*" Section
- **4-64** Using the *"Income Approach"* for Rental Properties
- **4-66** Reviewing the "*PUD Information*" Section

SECTION 5: FHA REQUIREMENTS FOR NEW CONSTRUCTION PROPERTIES

- 5-1 What the DE Underwriter Needs to Know About New Construction Properties
- **5-2** Acceptable Communities
- **5-3** Obtaining Condominium Approval
- 5-5 Condominium Project Approval Matrix
- **5-6** Lender Certification to Condominium Requirements
- **5-7** Construction to Permanent Loan Program
- 5-11 Building On Own Land
- 5-13 Energy Efficient Homes
- 5-14 Requirements for Builders Offering FHA Financing
- 5-15 Acceptable FHA New Construction Properties
- **5-16** Preparing the *Builder Certification Form*
- 5-21 Plans & Specs Provided by the Builder
- **5-22** *New Construction Review Sheet*
- 5-23 Early Start Letters
- 5-26 Compliance Inspection Reports & Change Order Requests
- **5-35** Documents that Must be Signed or Provided by the Builder Prior to or at Closing
- 5-37 *Warranty of Completion of Construction*
- **5-38** Subterranean Termite Soil Treatment Builder's Guarantee
- **5-39** *New Construction Subterranean Termite Soil Treatment Record*
- 5-40 Mortgagor's Homeowner's Warranty Certification

SECTION 6: UNDERWRITING THE CREDIT

6-1	The Underwriting Objective
6-1	TOTAL's Feedback/Certificate Finding Report
6-4	When the Loan Must be Manually Underwritten
6-6	FHA Compensating Factors
6-8	Underwriter Decisions
6-9	Underwriting the Credit Package
6-10	Step #1 - Determining the Creditworthiness of the Borrowers
6-11	1. Source of Funds to Close
6-20	Analyzing the Borrowers' Source of Funds to Close
6-22	2. Income Stability
6-40	Analyzing the Borrowers' Income Stability
6-42	3. Overall Credit Rating
6-43	Credit Report Requirements (Traditional)
6-44	Credit Report Requirements (Non-Traditional)
6-47	Derogatory Credit Issues
6-56	Analyzing the Borrower's Overall Credit Rating
6-60	4. Debt-to-Income Ratios
6-61	VA Residual Income Charts
6-62	Documenting Acceptable Compensating Factors (Manual)
6-65	Evaluating Liabilities and Debts
6-74	Analyzing the Borrowers' Debt-to-Income Ratios
6-77	5. Proposed Housing Payment is Increasing Substantially Over Current Housing
	Payment
6-79	Step #1 - Determining Creditworthiness - Let's Sum It Up

PAGE NO. TOPIC

SECTION 7: PERFORMING A TECHNICAL REVIEW

- 7-1 Step #2 Performing a Technical Review
- 7-2 Nine Defect Categories
- 7-3 Sources and Causes of Nine Defect Categories
- 7-5 FHA Guidelines DE Underwriters Must Know
- **7-6** FHA Maximum Loan Limits
- 7-9 Determining the Maximum Loan-to-Value
- 7-14 FHA Mortgage Insurance Premium (MIP)
- 7-18 Basic Eligibility for an FHA Loan
- 7-22 Is Citizenship of the U. S. Required for Eligibility?
- 7-23 Maximum Interested Party Contributions

SECTION 7: PERFORMING A TECHNICAL REVIEW (Cont'd)

7-25	Financing Repairs Into the Loan
7-27	Carefully Review the Sales Contract
7-29	Lead-Based Paint Disclosure
7-33	FHA Guidelines for Rental Properties
7-39	Reviewing the Loan Estimate - Explanation of Certain Settlement Costs
7-42	Sample Fees Worksheet & Loan Estimate
7-46	Sample FHA Loan Underwriting and Transmittal Summary
7-49	Other Items Shown on the FHA Loan Underwriting and Transmittal Summary
7-50	The FHA Connection - Access via the Internet
7-51	Sample Case Number Assignment Sheet
7-52	Home Mortgage ADP Code Chart
7-55	HUD's Credit Alert Interactive Voice Response System (CAIVRS)
7-56	Limited Denial of Participation (LDP) List
7-58	List of Parties Excluded from Federal Procurement and Nonprocurement
	Programs
7-59	Reviewing the Loan Application
7-60	Loan Application Review Checklist
7-62	Reviewing the Uniform Residential Loan Application
7-78	Final Review of the Loan Application
7-79	Additional FHA Disclosures
7-80	Informed Consumer Choice Notice
7-83	Important Notice to Homebuyers
7-85	Notice to Homeowner Regarding Assumptions
7-86	For Your Protection: Get a Home Inspection
7-88	Reviewing and Signing the HUD/VA Addendum
7-93	Closing Conditions - "Prior to Closing" Conditions
7-96	"At Closing" Conditions
7-98	DE Underwriter FHA Loan Conditions Sheet
7-99	Closer to Clear: Required Closing Documentation
7-101	Underwriting an FHA Refinance Transaction – Overview
7-102	General Eligibility
7-104	Cash-Out Refinances
7-106	Performing a Technical Review on a Cash-Out Refinance
7-107	Cash-Out Refinance Case Study
7-120	No Cash-Out Refinances - A. Rate and Term
7-124	Performing a Technical Review on a Rate and Term No Cash-Out
7-125	Rate and Term No Cash-Out Case Study
7-138	B. Simple Refinance
7-141	Performing a Technical Review on a Simple Refinance No Cash-Out
7-142	C. Streamline Refinances

SECTION 7: PERFORMING A TECHNICAL REVIEW (Cont'd)

- 7-149 Performing a Technical Review on a Streamline Refinance
- 7-150 Streamline Refinance Case Study
- 7-166 Refinance of Borrowers in Negative Equity Positions Program (Short Refi)
- 7-169 Step #3 Fraud Detection Identifying Red Flags
- 7-176 Documentation Review Checklists and Worksheets:
 - Appraisal Review Checklist Loan Application Review Checklist Documentation Review Checklist FHA Refinance Maximum Mortgage Worksheet DE Underwriter FHA Loan Conditions Sheet Closer to Clear - Required Closing Documentation Performing a Technical Review on Refinance Transactions

REFERENCE MANUALS

In order to perform your job effectively as a Direct Endorsement Underwriter, it will be necessary to be familiar with the information contained in the manuals listed below. Some of these manuals have been around for quite a few years and are probably outdated, however, there is still a wealth of information to be found.

These manuals are available on the HUD website at www.hudclips.org.

4000.1	FHA Single Family Housing Policy Handbook (effective June 15, 2015)
4020.1	HUD-FHA Underwriting Analysis
4060.2	Mortgage Review Board Handbook (superseded by 4000.1)
4070.1	Construction Complaints and Section 581(a) and (b)
4075.12	Central Water and Sewerage Systems
4115.1	Administrative Instructions and Procedures
4150.1	Valuation Analysis for Home Mortgage Insurance (superseded by 4000.1)
4150.2	Valuation Analysis for Single Family One- to Four-Unit Dwellings (superseded by the 4000.1)
4155.1	Mortgage Credit Analysis for Mortgage Insurance on One- to Four-Family Properties (superseded by the 4000.1)
4155.2	Lender's Guide to Single Family Mortgage Insurance Processing (superseded by the 4000.1 with the exception of Chapter 10 and Chapter 11)
4160.1	Reconsideration (Before Endorsement) for Home Mortgage Insurance
4170.1	Reconsideration (After Endorsement) for Home Mortgage Insurance
4190.1	Single Family Reports and Forms Catalog
4240.4	Rehabilitation Home Mortgage Insurance, Section 203(k)
4310.5	Property Disposition Handbook - One- to Four-Family Dwellings
4330.1	Administration of Insured Home Mortgages

4905.1Requirements for Existing Housing One- to Four-Family Units (superseded by the 4000.1)

- 4910.1 Minimum Property Standards for Multifamily Housing (Appendix K superseded by the 4000.1)
- 4930.3 Permanent Foundations Guide for Manufactured Housing
- 4940.2 Minimum Design Standards for Community Water Supply Systems
- 4940.3 Minimum Design Standards for Community Sewerage Systems
- 4950.1 Technical Suitability of Products Program Processing Procedures
- 24CFR Part 203 Mutual Mortgage Insurance and Rehabilitation Loans
- 24CFR 203.43f Eligibility of Mortgages Covering Manufactured Homes
- 24CFR 3280 Federal Manufactured Home Construction and Safety Standards
- 518(a) National Housing Act Financial Assistance for Correction of a Structural Defect
- 2225.6 Records Disposition Management: HUD Records Schedule

Title I Lender Approval Handbook superseded in entirety by the 4000.1 with some exceptions (Refer to 4000.1 Handbook)