

**RESPA**  
**Good Faith Estimate “Changed Circumstance” Checklist**

**Borrower Name:** \_\_\_\_\_ **Loan #** \_\_\_\_\_

**Background:** Aura is bound by the initial GFE, subject to the tolerances and rate lock, for interest rate dependent charges, unless:

- Aura provides a revised GFE based upon changed circumstances, within 3 business days of the applicable event (for example a changed sales price and/or loan amount).
- The borrower requests changes;
- The borrower rejects the loans;

**Remember:** You can only change the item(s) related to the changed circumstance. No other change can be made without further documentation of a changed circumstance as outlined below.

**“Changed Circumstance” Documentation:** The following change occurred on \_\_\_\_\_ (date) resulting in a “Changed Circumstance” (please check the appropriate box to document the reason a new GFE was issued)

- Acts of God, war, disaster or other emergency;
- Information particular to the borrower or transactions that was relied on in providing the GFE and that changes or is found to be inaccurate after the GFE has been provided, which information may include:
  - Information about the credit quality of the borrower
  - Loan amount
  - Estimated value of property
  - Other pertinent information that was used in providing the GFE
- New information particular to the borrower or transaction that was not relied on in providing the GFE; or
- Other circumstances particular to the borrower or transaction, including boundary disputes, unforeseen title issues, or the need for flood insurance, or environmental problems.

Further information to support reason for “changed circumstance”:

\_\_\_\_\_  
Description of the changes made to the original GFE (e.g. which fees or rate/terms were changed as a result of the changed circumstance).

**Encompass:**

- Changes to Fees and Costs Made on the Itemization Form screen. **Note:** If changes are made to fees when there is no Changed Circumstance (and therefore, no re-disclosure), these changes are input on the HUD screen in Encompass to ensure the Tolerances are accurately calculated.
- Revised GFE stored in eFolder in File titled Revised GFE – (Date of Revision)

I confirm that a new GFE was issued based upon the above checked “Changed Circumstance”.

By: \_\_\_\_\_ (Processor) Date: \_\_\_\_\_

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