

## Uniform Underwriting and Transmittal Summary

### I. Borrower and Property Information

Borrower Name			SSN		
Co-Borrower Name			SSN		
Property Address					
<b>Property Type</b>	<b>Project Classification</b>		<b>Occupancy Status</b>		<b>Additional Property Information</b>
<input type="checkbox"/> 1 unit	Freddie Mac	Fannie Mae	<input type="checkbox"/> Primary Residence		Number of Units
<input type="checkbox"/> 2- to 4-units	<input type="checkbox"/> Streamlined Review	<input type="checkbox"/> P Limited Review New Detached	<input type="checkbox"/> E PUD	<input type="checkbox"/> 1 Co-op	Sales Price
<input type="checkbox"/> Condominium	<input type="checkbox"/> Established Project	<input type="checkbox"/> Q Limited Review Established	<input type="checkbox"/> F PUD	<input type="checkbox"/> 2 Co-op	Appraised Value
<input type="checkbox"/> PUD <input type="checkbox"/> Co-op	<input type="checkbox"/> New Project	<input type="checkbox"/> R Expedited Review New	<input type="checkbox"/> T PUD	<input type="checkbox"/> Investment Property	<b>Property Rights</b>
<input type="checkbox"/> Manufactured Housing	<input type="checkbox"/> Detached Project	<input type="checkbox"/> S Expedited Review Established			<input type="checkbox"/> Fee Simple
<input type="checkbox"/> Single Wide <input type="checkbox"/> Multiwide	<input type="checkbox"/> 2- to 4-unit Project	<input type="checkbox"/> T Fannie Mae Review			<input type="checkbox"/> Leasehold
	<input type="checkbox"/> Rediprocal Review	<input type="checkbox"/> U FHA-approved			
		<input type="checkbox"/> V Refi Plus™			
Project Name		CPM Project ID# (if any)			

### II. Mortgage Information

<b>Loan Type</b>	<b>Amortization Type</b>	<b>Loan Purpose</b>	<b>Lien Position</b>
<input type="checkbox"/> Conventional	<input type="checkbox"/> Fixed-Rate—Monthly Payments	<input type="checkbox"/> Purchase	<input type="checkbox"/> First Mortgage
<input type="checkbox"/> FHA	<input type="checkbox"/> Fixed-Rate—Biweekly Payments	<input type="checkbox"/> Cash-Out Refinance	Amount of Subordinate Financing
<input type="checkbox"/> VA	<input type="checkbox"/> Balloon	<input type="checkbox"/> Limited Cash-Out Refinance (Fannie)	\$
<input type="checkbox"/> USDA/RHS	<input type="checkbox"/> ARM (type)	<input type="checkbox"/> No Cash-Out Refinance (Freddie)	(If HELOC, include balance and credit limit)
	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Home Improvement	<input type="checkbox"/> Second Mortgage
		<input type="checkbox"/> Construction to Permanent	
<b>Note Information</b>	<b>Mortgage Originator</b>	<b>Buydown</b>	<b>If Second Mortgage</b>
Original Loan Amount	<input type="checkbox"/> Seller	<input type="checkbox"/> Yes	Owner of First Mortgage
Initial P&I Payment	<input type="checkbox"/> Broker	<input type="checkbox"/> No	<input type="checkbox"/> Fannie Mae <input type="checkbox"/> Freddie Mac
Initial Note Rate	<input type="checkbox"/> Correspondent	Terms	<input type="checkbox"/> Seller/Other
Loan Term (in months)	Broker/Correspondent Name and Company Name:		Original Loan Amount of First Mortgage
			\$

### III. Underwriting Information

Underwriter's Name		Appraiser's Name/License #		Appraisal Company Name	
<b>Stable Monthly Income</b>					
	Borrower	Co-Borrower	Total		
Base Income	\$	\$	\$		
Other Income	\$	\$	\$		
Positive Cash Flow (subject property)	\$	\$	\$		
Total Income	\$	\$	\$		
<b>Qualifying Ratios</b>		<b>Loan-to-Value Ratios</b>		<b>Present Housing Payment:</b>	
Primary Housing Expense/Income	%	LTV	%	\$	
Total Obligations/Income	%	CLTV/TLTV	%	<b>Proposed Monthly Payments</b>	
Debt-to-Housing Gap Ratio (Freddie)	%	HCLTV/HTLTV	%	Borrower's Primary Residence	
				First Mortgage P&I	
				Second Mortgage P&I	
				Hazard Insurance	
				Taxes	
				Mortgage Insurance	
				HOA Fees	
				Lease/Ground Rent	
				Other	
				Total Primary Housing Expense	
				<b>Other Obligations</b>	
				Negative Cash Flow (subject property)	
				All Other Monthly Payments	
				Total All Monthly Payments	
				<b>Borrower Funds to Close</b>	
				Required	
				Verified Assets	
				Source of Funds	
				No. of Months Reserves	
				Interested Party Contributions %	
				<b>Risk Assessment</b>	
				<input type="checkbox"/> Manual Underwriting	
				<input type="checkbox"/> AUS	
				<input type="checkbox"/> DU <input type="checkbox"/> LP <input type="checkbox"/> Other	
				AUS Recommendation	
				DU Case ID/LP AUS Key#	
				LP Doc Class (Freddie)	
				<b>Escrow (T&amp;I)</b>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<b>Community Lending/Affordable Housing Initiative</b>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<b>Home Buyers/Homeownership Education Certificate in file</b>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Underwriter Comments</b>					

### IV. Seller, Contract, and Contact Information

Seller Name	Contact Name
Seller Address	Contact Title
	Contact Phone Number ext.
Seller No.	Investor Loan No.
Seller Loan No.	Contact Signature

---

# Instructions

---

## Uniform Underwriting and Transmittal Summary

Lenders use this form to summarize key information utilized in the comprehensive risk assessment of the mortgage loan and the final underwriting decision -- such as loan purpose, property type, proposed monthly payments, and debt ratio -- for manually-processed applications related to conventional first and second mortgages. Lenders processing applications through Desktop Underwriter® are not required to use this form.

## Copies

Original, plus one.

## Printing Instructions

This form may be printed on legal or letter size paper, using portrait format, as long as the content is not changed materially. When printing this form, you must use the "shrink to fit" option in the Adobe Acrobat print dialogue box.

## Instructions

The lender should retain this form in its mortgage file. If we select a specific mortgage for an underwriting performance review, a copy of this form should be used to transmit the documentation we request.

This one-page form consists of four sections. All sections should be completed. Each section of the form is discussed below, with instructions provided for certain fields in instances in which they may be needed for clarity or to emphasize the need for proper completion of a specific field.

## Section I. Borrower and Property Information

This section includes basic information related to the borrower and the property. Most fields are self-explanatory. In addition, the following special instructions apply:

Field	Special Instructions
Property Type	For "Property Type," check all that apply. For example, when the subject property is a detached condominium unit, check both "1-unit" and "Condominium."
Project Classification	Check the appropriate project acceptance review type based on the descriptions provided in the Selling Guide (as amended by Announcements 07-18, 08-34, and 09-21).
Additional Property Information	When "Property Type" is shown as "2- to 4-units," indicate the actual number of units in the section, "Additional Property Information."

## Section II. Mortgage Information

This section includes information related to the mortgage. When subordinate financing behind a first mortgage is a home equity line of credit (HELOC), enter both the amount drawn and the credit limit for the loan. The amount drawn must be included in the CLTV/TLTV calculation (Section III) and the credit limit must be included in the HCLTV/HTLTV calculation (also in Section III).

## Section III. Underwriting Information

This section includes additional information used in underwriting the mortgage. Most fields are self-explanatory. However, additional information is presented below about specific fields that may help the lender to better understand what should be entered in the fields.

Field	Special Instructions
Stable Monthly Income	The entry for "Positive Cash Flow (subject property)" is either the net cash flow for an investment property or the monthly operating income for a two- to four-unit property in which the applicant occupies one of the units, if the value is positive.
Proposed Monthly Payments	The housing expense itemization relates <b>only</b> to the "Borrower's Primary Residence," regardless if it is the subject property of this transaction. When the subject property is a two- to four-unit property in which the borrower will occupy one unit as a primary residence (sometimes referred to as principal residence), enter the payment in these fields. When the subject property is an investment property or second home, the payment shown in these fields should relate to the borrower's primary residence and not for the subject property in this transaction. The entry for "Negative Cash Flow (subject property)" under "Other Obligations" is either the net cash flow for an investment property or the monthly operating income for a two- to four-unit property in which the applicant occupies one of the units, if the value is negative.
Qualifying Ratio	The "Primary Housing Expense/Income" ratio is not required. However, if included, it should be determined by dividing the "Total Primary Housing Expense" derived under "Proposed Monthly Payments" by the "Total Income" for all applicants. To determine the "Total Obligations/Income" ratio, divide the "Total All Monthly Payments" derived under "Proposed Monthly Payments" by the "Total Income" for all applicants, as developed under "Stable Monthly Income."

---

## Instructions, Continued

---

Field	Special Instructions
Qualifying Rate	Indicate the interest rate that was used to calculate the monthly payment at which the borrower was qualified for the mortgage. When the payment is based on the actual interest rate of the mortgage, check the "Note Rate" box. When we require the borrower for an adjustable-rate mortgage to be qualified at the maximum interest rate that could be in effect at the end of the first year, check the box that shows "____% Above Note Rate ____%" and enter the annual interest rate cap in the first blank and the resulting interest rate in the second blank. When a mortgage is subject to a temporary interest rate buydown plan and we permit the borrower to be qualified at the bought down rate, check that box and enter the applicable "Bought-Down Rate." If the fully indexed rate was used for qualifying the borrower, the "Other" box should be checked.
Level of Property Review	Indicate the level of fieldwork performed to support the sales price or market value (for example, the appraiser inspected both the interior and exterior of the property, the exterior only, or an appraisal was not required in the particular transaction). Indicate the number of the appraisal form used based on the type of inspection and/or the type of property being appraised.

### Section IV. Seller, Contract, and Contact Information

This section includes basic information related to the mortgage seller, the contact person for a specific mortgage loan, and the commitment under which the mortgage is delivered. Although a specific space is not provided in this section for the contact's e-mail address, the seller may add it in the "Contact Phone Number" field.