

## Uniform Underwriting and Transmittal Summary

## I. Borrower and Property Information

Borrower Name	_____	SSN	_____
Co-Borrower Name	_____	SSN	_____
Property Address	_____		

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

## II. Mortgage Information

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

### III. Underwriting Information

Underwriter's Name	Appraiser's Name/License #	Appraisal Company Name
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Stable Monthly Income			Present Housing Payment:	\$
	Borrower	Co-Borrower	Total	
Base Income	\$	\$	\$	
Other Income	\$	\$	\$	
Positive Cash Flow (subject property)	\$	\$	\$	
Total Income	\$	\$	\$	
			<b>Proposed Monthly Payments</b>	
			Borrower's Primary Residence	
			First Mortgage P&I	\$
			Second Mortgage P&I	\$
			Hazard Insurance	\$
			Taxes	\$

Qualifying Ratios		Loan-to-Value Ratios		HOA Fees	
Primary Housing Expense/Income	%	LTV	%	Lease/Ground Rent	\$
Total Obligations/Income	%	CLTV/TLTV	%	Other	\$
Debt-to-Housing Gap Ratio (Freddie)	%	HQLTV/HTLTV	%	Total Primary Housing Expense	\$

<b>Qualifying Rate</b>		<b>Level of Property Review</b>		Negative Cash Flow	\$ _____
<input type="checkbox"/> Note Rate	_____ %	<input type="checkbox"/> Exterior/Interior		(subject property)	
<input type="checkbox"/> _____ % Above Note Rate	_____ %	<input type="checkbox"/> Exterior Only		All Other Monthly Payments	\$ _____
<input type="checkbox"/> _____ % Below Note Rate	_____ %	<input type="checkbox"/> No Appraisal		Total All Monthly Payments	\$ _____
<input type="checkbox"/> Bought-Down Rate	_____ %	Form Number: _____			
<input type="checkbox"/> Other	_____ %			<b>Borrower Funds to Close</b>	

<b>Risk Assessment</b>		<b>Escrow (T&amp;I)</b>		<b>Verified Assets</b>	
<input type="checkbox"/> Manual Underwriting		<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>\$</b> _____	
<input type="checkbox"/> AUS				<b>Source of Funds</b> _____	
<input type="checkbox"/> DU <input type="checkbox"/> LP <input type="checkbox"/> Other _____				<b>No. of Months Reserves</b> _____	
AUS Recommendation _____				<b>Interested Party Contributions</b> _____ %	
DU Case ID/LP AUS Key# _____					
LP Doc Class (Freddie) _____					
		<b>Community Lending/Affordable Housing Initiative</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Representative Credit/Indicator Score _____	Home Buyers/Homeownership Education Certificate in file <input type="checkbox"/> Yes <input type="checkbox"/> No
Underwriter Comments _____	

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

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

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## 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."

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## Instructions, Continued

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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.