



Submission Cover Letter for files that Money House will Process

Money House will process the file and will handle all standard processing tasks except for obtaining documents from the Borrower. These items will be requested through the originating Loan Officer and will be highlighted on the Conditional Approval. A processing fee of \$495 will be netted out of Originator Compensation.

The file will be submitted to the Underwriter only after both the Appraisal and Title Commitment are received unless otherwise requested below.

File Name: _____ REX File Number: _____

☐ Condominium ☐ HECM for Purchase ☐ HECM to HECM Refinance ☐ Manufactured Home

Target Closing Date: _____

☐ Please have the file underwritten prior to appraisal for Credit and/or Residual Income for the below reason(s):
Comments to Underwriter: [Click or tap here to enter text.](#)

Title:

[If a Specific Title Agent is not indicated below, then Money House will order Title from a Title Agent of its choosing.](#)

Preferred Title Agent: _____

Title Agent Address: _____

Contact Name: _____ Contact Phone Number: _____

Contact Email Address: _____

Appraisal:

[If a Specific AMC is not indicated below, then Money House will order the appraisal from an AMC of its choosing.](#)

Preferred AMC (AMC must be on Money House’s Approved AMC list): [Click or tap here to enter text.](#)

Please make sure that Credit Card form is completed – it is in the application package

Contact for Appraisal Appointment:

Name: _____ Phone Number: _____

Submission File Must Include Legible Copies of the below items (some items may not be applicable):

- ☐ Complete, executed, Application Package with all signed disclosures (can be wet signed or docusigned)
- ☐ Driver’s License or other Government Issued Photo ID for each Borrower
- ☐ Social Security Card or other Government Issued document showing full Social Security Number for each Borrower
- ☐ Executed and Dated Counseling Certificate (Can be wet signed for docusigned)
- ☐ Most Recent Mortgage Statement
- ☐ Homeowner’s Insurance and Flood Insurance Declaration Page with Agent Contact information
- ☐ Contact information for Homeowner’s Association
- ☐ Current Social Security and/or Pension Award Letter and most recent bank statement showing receipt
- ☐ Income Documentation for Borrower’s Employment and/or Self-Employment per FHA guidelines
- ☐ 60 days of statements for any Assets that are needed for Cash to Close or to use for Income
- ☐ Complete Purchase Contract
- ☐ Tri-Merge Credit Report with LOE’s for any derogatory credit in last 2 years, inquiries within the last 90 days, any AKA’s or FKA’s for the Borrower’s Name and/or any conflicting addresses. Include supporting documentation for LOE.
- ☐ Condo Questionnaire – FHA Form 9991 (required for Case Number if Subject Property is a Condominium)
- ☐ If property held in Trust, Full, Complete Copy of Trust is Required