



UNDERWRITING Addendum



This addendum is part of the “Credit Enhancement & Underwriting Agreement”. Customer/Borrower will provide all the following documents requested in the “needs list”. The underwriting process is as follows:

❖ Step 1/ Research and Discovery

- Gathering of all documents per “needs list”
- Create digital file & categorize/import all documents
- Pull credit & import to file

❖ Step 2/Analyze

- Determine monthly income/order verification of employment if needed to income average overtime, bonus pay, other compensation to employee.
- Review all asset statements. Large deposits to be sourced with documentation. Audit for any auto pays which may indicate undisclosed debt. Finalize total liquid assets for loan.
- Credit to be reviewed
 - FICO score – if improvement is needed to qualify for loan program, “What if Stimulator” will be executed on two credit bureaus.
 - DEBT-to maximize purchase price OR to increase monthly savings on a refinance, debt to be paid off, may be flagged to run additional purchase/refinance scenarios. Adjusting debt will be factored in this process.

❖ Step 3/Underwrite

- Purchase Loan- using final income/debt/asset calculations, determine the maximum purchase price/loan options for the Customer/Borrower.
- Refinance Loan-using final income/debt/assets calculations, provide loan options which would improve housing expense and reduce monthly overhead expenses.

❖ Step 4/Findings Report

- Prepare detailed report to include summary of findings
 - Loan options
 - FICO improvement task sheet
 - Pre-approval letter *if FICO improvement is not needed
 - Conditional “pre-approval” letter subject to outlined task being completed. This may include debt to be paid off, Fico improvement or other

*Process may take 24-72 hours turn around time due to verification of employment. If your employer uses a 3rd party vendor for verification, there will be an additional cost. **The Work Number & True Works** charge a fee verification fee not to exceed \$65 per order. We will need this expense paid upon receipt of the completed verification. Receipt from vendor will be provided.*