

THIS FORM MUST BE INCLUDED WITH WHOLESALE LOAN SUBMISSIONS

Company Name	Office NMLS # (If Applicable)
Broker Contact	Liberty Broker ID#
Loan Officer	Loan Officer NMLS #
Loan Officer Email	
Processor	Processor NMLS # (KY ONLY)
Contact Telephone #	Contact Fax #
Contact E-mail(s) (for file updates)	

Borrower	Property State
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REQUIRED: Loan Information (Must check one and fill in rate)

Confirm Available Pricing, Margins, & State Availability on Daily Price Sheet

FIXED Rate (fill in): \_\_\_\_\_ (Margin and/or rate must be available)

NOTE: Include re-disclosures if the product and/or margin was changed after original 1009 package/GFE were executed.

Appraisal

An appraisal will be required during underwriting. You do have the option to submit the file without the appraisal and Liberty will subsequently condition for it during underwriting.

Do you wish to submit file for UW *without* the required appraisal?      Yes      No

IF NO (appraisal is being submitted at this time—COLOR PDF & XML file required), please complete the following section:

IMPORTANT: Appraisals must be ordered through FHA Approved Appraisers from Appraisal Roster in FHA Connections

- NOTES:
- 1. BEST OPTION: Liberty should be listed as the Lender for all appraisals.
  - 2. APPRAISALS WILL NOT BE ACCEPTED IN A TPO BROKER'S NAME.
  - 3. Full Eagle Brokers can be listed as the Lender on the appraisal.
  - 4. Appraisals CAN be accepted in another LENDER's name.

Appraisal Ordered Date: \_\_\_\_\_ Appraisal Completed Date: \_\_\_\_\_

REQUIRED – Broker Compensation Choice (FIXED RATE ONLY; disregard section if ARM)

IMPORTANT NOTE:

Per Reg Z, and regarding brokered Fixed Rate programs only, you may earn compensation from *either* the Investor (correspondent fee) OR the borrower (origination fee) but not both. You are encouraged to speak to your Account Manager if you believe the choice should be “Consumer Paid” *prior to file submission*. Please indicate your selection below:

- Lender Paid Compensation (Compensation *only* from Liberty)
  - Consumer Paid Compensation (Compensation *only* from borrower)
- (You may also Contact Lender Support for any questions at 866-871-1353)

IMPORTANT TIPS:

- 1. Review all information on the checklist by line item to minimize delays and pricing issues.
- 2. Always utilize the most current checklist directly from Liberty’s website
- 3. Contact Lender Support at 866-871-1353 with any loan file submission questions to ensure efficient file receipt by Liberty.

**NOTE: It is strongly suggested you review the following information as it may answer many of your questions and be a valuable tool for you in submitting a file that will flow without issue into UW. You may also use this as a checklist to assist in providing Liberty with documents necessary for a smooth underwrite .**

## Minimum Requirements (Items required for underwriting review; if not received file will not be underwritten and incomplete notice will be issued)

**CONFIRM SELECTION:** Are the Product, Margin/Rate, Monthly Servicing Fee, Lock Option completed in above header?

**1009 Application (MUST COMPLETE)** – Monthly income, marital status, HMDA, 1009 and 1009 Addendum must be signed and dated by borrower/LO

**Counseling Certificate** – Must be signed **and dated** by the counselor **and borrower(s)** prior to any fees being incurred on behalf of the borrower.

**CRITICAL:** Borrower signature date(s) are used to determine process compliance

**Preliminary Title Report** – At least one borrower must be on title at time of application;

**NOTE:** for case numbers on/after 09-19-17, Non-Borrowing Spouses and Non-Borrowing Mortgagors no longer have to removed from title

**Good Faith Estimate** – Must be completed with all applicable fees; total Broker Compensation (GFE Block 1) paid at closing cannot exceed \$ disclosed on initial GFE or on any re-disclosures; review GFE prior to submission as inaccurate data could result in Costs to Cure for partner .

**GFE Acknowledgement Form** – Signed and dated by all parties within 3 days of the 1009 executed date (If package created in Liberty calculator software)

**Truth-in-Lending – (Fixed Rate Product Only)** Must be signed and dated by all borrowers, and be for the product selected

**TALC (Total Annual Loan Cost Disclosure)** – Must be signed and dated by all borrowers

**Servicing Transfer Disclosure** – Must be signed and dated by all borrowers

**Important Terms – (ARM Product ONLY)** Must be signed and dated by all borrowers, and be for the product selected

**Reverse Mortgage Worksheet Guide – (California Loans ONLY)** Must be dated the same day or prior to application and counseling

**Important Notice to Reverse Mortgage Applicant – (California Loans ONLY)** Must be dated the same day or prior to application and counseling

**Wholesale – (Iowa Loans ONLY)** Title and Settlement Agent Info Document

**Is a Reverse Mortgage Right for You? MA Opt In Disclosure – (Massachusetts Loans ONLY)** Must be signed and dated by all borrowers *after* counseling has occurred

**Purchase Agreement and All Applicable Addendums** - Completed and fully executed by all parties

**Verification of Purchase Money Funds** (See program guide for acceptable sources)

## Additional Documents Suggested (Will improve overall turn-time. NOT required for first UW approval):

**Income Documents** – For all income to be considered for Financial Assessment (For each borrower as noted on 1009 Addendum; include for Non-Borrowing Spouse *if their income will be needed to qualify*)

**Evidence of Date of Birth** – Must be legible

**Hazard/Flood insurance** – Proposed coverage (From the appraisal: appraised value less site value) and effective dates showing current coverage (must be in place a minimum of 12 months prior to the date of the initial application or borrower may have to purchase full year policy)

**Master Condo Policy Verification – (FHA Approved Condos ONLY)**

**HOA Dues/Other Assessments (Ground Rents if a leasehold)** – If applicable

**Certificate of Occupancy** - Required for new construction completed

**Re-Disclosure** – (If any at point of submission) Required for valid Changed Circumstance, Product Elimination, and/or Product Change, etc .

**92900A Addendum to the Application** – Must be signed and dated by borrower/LO (Borrower signs twice on page 2)

**Borrower(s) SS Verification** – Must be legible

**Trust, if applicable** – Must have complete copy/fully executed

**Attorney Opinion Letter (Required for loans that are vested in a living trust.)** – These loans must also meet one of the following conditions:

**A)** The borrower(s) has a Power of Attorney/Conservator/Guardian or... **B)** The borrower is not signing as trustee

**Refinance Worksheet – (For HECM and Proprietary Refis ONLY)** From current servicer

**Most recent Reverse Mortgage Statement (For HECM and Proprietary Refis ONLY)**

**Condo Approval** – Required on all Condos (proof of condo approval from FHA website for ALL condos)

**Comparison Sheet** – Must be signed and dated by all borrowers

**Amortization Schedule** – Must be signed and dated by all borrowers

**Settlement Service Provider List** – Must be completed

**POA(s)/Conservator/Trustee(s) ID and SS verification** – If applicable (only provide trustees ID and SS verification if trustee is different than the borrower) – Must be legible

GFE Worksheet of Estimated Closing Costs

**Credit Report** – Tri-merged report with all borrowers (married-single report/unmarried individuals must be run on separate reports) All bankruptcies and federal tax liens must be addressed (Ch 7-discharged; Ch 13-trustees payoff letter or court order approving the RM to proceed without payoff; federal tax liens released/discharged) \_\_\_\_\_

**NOTE:** The credit report of record will be pulled by underwriting upon receipt of the file. The credit report pulled by the partner is an important tool in initial assessment of Financial Assessment qualification .

**Letter of Explanation (LOE) For Any Derogatory Credit /Extenuating Circumstances Documentation** (If Applicable)

**Tax payment history** – Covering the last 24 months prior to the initial application date

**Appraisal Invoice**

**Originator Certification of Appraisal Delivery to Borrower(s)** – Signed by partner and dated no earlier than receipt date of appraisal [https://LibertyReverse.com/partners/wp-content/uploads/sites/8/dlm\\_uploads/2017/07/LIB-WH-Originator-Cert-of-Appraisal.pdf](https://LibertyReverse.com/partners/wp-content/uploads/sites/8/dlm_uploads/2017/07/LIB-WH-Originator-Cert-of-Appraisal.pdf)

**Right to Receive Appraisal disclosure**

**OFAC verification** – Must be completed for all borrowers and/or POA/conservator/guardian

**List of Counseling HUD Approved Counseling Agencies provided to borrower**

**POA/Conservatorship/Guardianship Document** – Must have complete copy fully executed, signed and notarized, if applicable

**Doctor’s letter** – (If applicable) Must include date of diagnosis of condition, date letter was written and must be signed by the attending physician

**Death Certificate** – (If applicable) Required if a deceased person is still on title and needs to be removed

**Closing Protection Letter from Title Company (Errors and Omissions document acceptable for NY loans)** – To include FHA case number Errors & Omissions Insurance Policy

**Tax and Insurance Disclosure** – Must be completed, signed and dated by borrower/LO

**Annuity and Advisor Disclosure** – Must be signed and dated by borrower/LO

**Borrower’s Notification/Broker Certification** – Must be signed and dated by borrower/LO

**Patriot Act/Bankruptcy Statement** – Must be signed and dated by all borrowers/LO

**Liberty Privacy Policy** (wholesale loans only)

**Contact Release Form**

**State-Specific Lender Disclosures, as applicable** – Must be completed, signed, and dated by all borrowers

**State-Specific Broker Disclosures** – Must be completed, signed and dated by all borrowers

**Payoffs** – **OPTIONAL** May need to be redone at point of Final Approval due to expiration, etc.

**Purchase** - For Your Protection Get a Home Inspection

NOTES/COMMENTS:

By acknowledging below, I certify a copy of the application package was provided to the borrower.  
I have reviewed the information provided and certify that all documents checked off are included in the attached package  
and believe the loan meets HUD and Investor guidelines.

I acknowledge the above:

\_\_\_\_\_

Name (file submitted by)

\_\_\_\_\_

Date

See Below For Submission Instructions, Mortgagee Clauses, Etc.

Please select one of the options below to submit your file.

**OPTION 1 - Upload Submission**

- A. **Liberty PORTAL:** Upload Submission via File Upload
- B. **Reverse Vision:** Upload application, appraisal, and any supporting documents to “Notes” section

**OPTION 2 - E-mail**

E-mail complete application package and appraisal to: [Submissions@LibertyReverse.com](mailto:Submissions@LibertyReverse.com)

**NOTE:** If emailing file submission, please keep file size to 10mb or less to ensure smooth delivery.  
You may break up the submission if needed, but please use clear subject lines, i.e. “Smith File Email 1 of 2”, “Smith File Email 2 of 2”

**OPTION 3 - Overnight Package to:**

**Liberty Reverse Mortgage**  
Attention: Wholesale Operations - File Intake Department  
10951 White Rock Road, Suite 200  
Rancho Cordova, CA 95670

**NOTE:** We will still need color PDF of appraisal and corresponding XML file emailed to [submissions@LibertyReverse.com](mailto:submissions@LibertyReverse.com) if plan is to provide at point of file submission .

**Hazard and Flood Insurance Mortgagee Clause:**

**PHH Mortgage Services**  
Its successors and/or assigns  
As their interest may appear  
P.O. Box 690230  
San Antonio, TX 78269-0230

**Flood Certificate:**

**PHH Mortgage Corporation**  
**dba Liberty Reverse Mortgage**  
10951 White Rock Rd Ste 200  
Rancho Cordova, CA 95670

**CPL and E&O:**

**PHH Mortgage Corporation**  
**dba Liberty Reverse Mortgage**  
10951 White Rock Rd Ste 200  
Rancho Cordova, CA 95670

**Mortgage Electronic Registration System (MERS):**

Liberty Org ID: 1000200  
Investor ID: 1000200  
Servicer ID: 1000200

**Name of Insured on Title Prelim/Commitment/Final Policy:**

**All States EXCEPT Texas:**  
PHH Mortgage Corporation dba Liberty Reverse Mortgage, ISAOA

**Texas ONLY:**  
PHH Mortgage Corporation dba Liberty Reverse Mortgage and each successor in ownership of the indebtedness secured by the insured mortgage, except a successor who is an obligor under the provisions of Section 12 (c) of the Conditions and Stipulations.

**REMEMBER:**

BE SURE TO INCLUDE ALL MINIMUM FILE ITEMS IN YOUR INITIAL SUBMISSION TO AVOID INTAKE DELAYS.  
If you have ANY questions, please contact Lender Support at **866-871-1353** BEFORE you submit the file.

***Thank you for your partnership with Liberty!***