



MassHousing Reservation #

UNDERWRITING REVIEW FORM

Underwriter:	Phone:	Email:
---------------------	---------------	---------------

The following documentation is required along **WITH** this form for an underwriting assessment by MassHousing as part of the Underwriting Review process. The file must be fully underwritten before submission to HOLoanReview@masshousing.com for review.

FIRST LOOK REVIEW

(MassHousing Mortgage)

REHAB REVIEW

(MassHousing Mortgage with Rehab)

Updated Transmittal Summary (1008)	Updated Transmittal Summary (1008)
Updated Application (1003) (does not have to be executed)	Updated Application (1003) (does not have to be executed)
AUS Findings Report	AUS Findings (DU/DO)
Credit Report	Appraisal
Income (per AUS findings) , be sure to include verbal or written VOE	Rehab Worksheet
Assets (per AUS findings) , copy of earnest money deposit	Approval of Contractor (Licensed in State of MA and active and in good standing with the Contractor License Board)
Purchase and Sale Agreement	All-Risk Insurance Policy An all-risk insurance policy equal to 100% of the full replacement cost of the improvements, public liability insurance, workmen’s compensation insurance (as required by applicable state law) (if applicable), and automobile liability insurance.
Appraisal including UCDP Submission Summary Report (SSR) (color copy complete with attachments)	Work write-up/Scope of Work
Tax Transcripts (3 years required)	Signed Contractor Bid(s)
Homebuyer Counseling Certificate , if borrower(s) are 1 st time homebuyer(s)	Construction Schedule
MassHousing Form B-001 , if borrower(s) are 1 st time homebuyer(s)	Disbursement Schedule (including Contingency)
Verification of final taxes and Homeowners Insurance	Escrow Agreement (Between Borrower and Escrow Agent that details the timetable for completing the rehab work, how funds will be used and payment schedule to the Contractor.)
Miscellaneous documents that support the lending decision	

NOTE: PRIOR TO SUBMISSION, GO INTO EMASSHOUSING.COM AND SUBMIT YOUR LOAN FOR MORTGAGE INSURANCE OR ELIGIBILITY.

