



MassHousing Reservation #

**UNDERWRITING REVIEW FORM**

<b>Underwriter:</b>	<b>Phone:</b>	<b>Email:</b>
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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](mailto:HOLoanReview@masshousing.com) for review.

**FIRST LOOK REVIEW**

*(MassHousing Mortgage)*

**REHAB REVIEW**

*(MassHousing Mortgage with Rehab)*

<b>Updated Transmittal Summary (1008)</b>	<b>Updated Transmittal Summary (1008)</b>
<b>Updated Application (1003)</b> (does not have to be executed)	<b>Updated Application (1003)</b> (does not have to be executed)
<b>AUS Findings Report</b>	<b>AUS Findings (DU/DO)</b>
<b>Credit Report</b>	<b>Appraisal</b>
<b>Income (per AUS findings)</b> , be sure to include verbal or written VOE	<b>Rehab Worksheet</b>
<b>Assets (per AUS findings)</b> , copy of earnest money deposit	<b>Approval of Contractor</b> (Licensed in State of MA and active and in good standing with the Contractor License Board)
<b>Purchase and Sale Agreement</b>	<b>All-Risk Insurance Policy</b> 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.
<b>Appraisal</b> including UCDP Submission Summary Report (SSR) (color copy complete with attachments)	<b>Work write-up/Scope of Work</b>
<b>Tax Transcripts</b> (3 years required)	<b>Signed Contractor Bid(s)</b>
<b>Homebuyer Counseling Certificate</b> , if borrower(s) are 1 <sup>st</sup> time homebuyer(s)	<b>Construction Schedule</b>
<b>MassHousing Form B-001</b> , if borrower(s) are 1 <sup>st</sup> time homebuyer(s)	<b>Disbursement Schedule</b> (including Contingency)
<b>Verification of final taxes and Homeowners Insurance</b>	<b>Escrow Agreement</b> (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.)
<b>Miscellaneous documents that support the lending decision</b>	

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

