

FHA Project Approval Submission Guide & Checklist

Complete the information below and submit with all project approval requests					
Borrower Name:		CMG Loan #:			
Project Name:		Processor:			
FHA Review Type	Single Unit Approval <input type="checkbox"/>	Loan Level <input type="checkbox"/>	Full Review Established <input type="checkbox"/>	Full Review New <input type="checkbox"/>	Recertification <input type="checkbox"/>
Submission Process					
1. Upload all required documents to the Byte for the subject loan or attached to e-mail if there is no live loan. If the review is for an SUA approval, evidence of a case number and AUS must be part of the submission 2. Documents are to be uploaded individually to the appropriate bucket name 3. Once all documents are uploaded and labeled send an e-mail to condo@cmgfi.com to request a review.					
Review Type Requirements					
Single Unit Approval (SUA) → If project is not currently FHA approved Loan Level Project Review (LL) → If project is currently FHA approved and has not expired Full Project Review – Existing Construction (Full-Existing) → Fully Complete and > 12 Months Old and project has not been reviewed previously OR approval expired > six months ago. Full Project Review – New Construction (Full-New) → Proposed Construction/Under Construction/Existing but < 12 Old and Not Previously Reviewed. Recertification Review (Recert) → Allowed six months prior to project approval expiration OR up to six months after project approval has expired					
Document Checklist:					
Use the checklist below to ensure appropriate documentation is included in all FHA project review requests.					
Notes	Uploaded to Byte				
	Single Unit Approval	Loan Level Review	Full Review Established	Full Review New	Recertification
Questionnaire					
At this time The HUD 9991 or 992 Forms must be used	HUD Form 9991	HUD Form 9991	HUD Form 9992	HUD Form 9992	HUD Form 9992
FHA Case Number Assignment					
Effective date of case number assignments can't precede the date that the project is approved by HUD/FHA.	Requested by Sales Team	<input type="checkbox"/>	N/A	N/A	N/A
AUS					
Total Scorecard Recommendation: Accept * OR max LTV/CLTV of 90% ** Applicable for live loans	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/> **	<input type="checkbox"/> **	<input type="checkbox"/> **
Appraisal					
Reminder: Effective date of appraisal can't precede case number assignment date * Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *
Insurance – HOA's Master Declaration Page					
Must document all coverage & endorsement requirements. Complete copy of policy is required if all coverage & endorsements requirements are not documented on COI or Declaration page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance – Master Flood NFIP Policies					
Must document all required coverage (<i>If applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Documents					
<ul style="list-style-type: none"> Current year adopted budget Balance Sheet dated within 60 days Current Income & Expense Statement dated within 60 days Prior year-end Income & Expense Statement 	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Single Unit Approval	Loan Level Review	Full Review Established	Full Review New	Recertification
Other					
Project Legal Documents - <u>Recorded</u> copy of all project legal documents including all amendments and exhibits. → Articles of Incorporation (if required by state) → Declaration/ByLaws or Master Deed/Declaration of Trusts → Plat map & Condominium Site Plans * All recorded amendments since initial approval or last certification	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
Developer/Builder/HOA Certification Form is available in Sharepoint	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEMA Flood Map – Project Standards will assist in obtaining	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Certification – CoreLogic Flood Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase 1 Environmental Site Assessment - Completed within 12 months of submission	N/A	N/A	N/A	<input type="checkbox"/>	N/A
HUD Forms → 92544 Builder's Warranty → 92541 Builder's Plan & Specs → 92010 EEOC → Attachment E Developer/Builder Certificate of Condo Requirements → Attachment F Developer/Builder Pre-Sale Certificate	N/A	N/A	N/A	<input type="checkbox"/>	N/A
Building Permit	N/A	N/A	N/A	<input type="checkbox"/>	N/A
Certification of Occupancy	N/A	N/A	N/A	<input type="checkbox"/>	N/A
Attorney Opinion Letter	N/A	N/A	N/A	<input type="checkbox"/>	N/A
Statement of Prior Use (<i>if new conversion</i>)	N/A	N/A	N/A	<input type="checkbox"/>	N/A
Management Agreement (<i>if applicable</i>) Must be fully executed	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leasehold Agreement (<i>if applicable</i>)	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Agreement (<i>if applicable</i>)	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Special Assessments – pending, current or paid w/ 12 months of submission date. If applicable provide required explanation letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litigation – copy of legal complaint and current status letter for all litigation that is pending, current or settled w/ 12 months of submission date (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>