

Broker or NDC/EB Checklist

VA IRRRL Required Documents

This checklist is provided as a courtesy only; HomeBridge does not require brokers to submit this form when submitting a VA IRRRL transaction. Refer to page 2 for Emerging Banker/NDC specific

VA Forms

- ☐ **26-0503 Federal Collection Policy Notice**
 - ☐ Signed by Veteran
- ☐ **26-0592 Counseling Checklist for Military Homebuyers (active duty only)**
 - ☐ Signed by Veteran
 - ☐ Signed by Broker
- ☐ **26-1802a HUD/VA Addendum to the URLA**
 - ☐ Signed by Veteran
 - ☐ Signed by Broker
- ☐ **26-8937 Verification of VA Benefits (active duty or surviving spouse only)**
- ☐ Certificate of Eligibility (COE)

Non-VA Forms

- ☐ **Child Care Certification/Statement (Credit Qualifying only** with disclosed dependents or at the discretion of Underwriter)
 - ☐ Signed by Veteran
- ☐ **VA Lender Certification** (Certifying compliance with 38 CFR Part 36)
 - ☐ Signed by Broker
- ☐ **Nearest Living Relative**
- ☐ **Loan Comparison - Initial** (dated within 3 days of application and signed by veteran)

Other Required Documentation (see Submission Form for additional specifics)

- ☐ **VA IRRRL LIN Number** (with HomeBridge VA ID number: 5597800605)
- ☐ **1003** (Credit Qualifying - full 1003; NCQ cannot state income and must complete declarations; acceptable if Employment or Liabilities sections completed or left blank)
- ☐ **Credit Report:** Must indicate a **minimum** of 6 payments made on the loan being refinanced
 - ☐ **Credit Qualifying:** Full credit report required
 - ☐ **Non-Credit Qualifying:** Mortgage only credit report for subject property
- ☐ **Current Note (mortgage statement not required)**
- ☐ A 2055/1075 required if:
 - ☐ Loan is going from Fixed to ARM **AND** discount points will be charged. Max LTV applies:
 - ☐ ≤ 1% charged max. 100% LTV
 - ☐ > 1% charged max. 90% LTV
- ☐ **Income Documentation (Credit Qualifying only)**
 - ☐ Paystub, W2s, 1040s (as necessary), tax transcripts
- ☐ **Funds to close > \$500**
 - ☐ Credit Qualifying: 1 month bank statement regardless of amount needed to close; sourcing of funds **required**
 - ☐ Non-Credit Qualifying: Documentation **not required regardless of amount of funds needed to close**

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Other Required Documentation (see Submission Form for additional specifics) (cont.)

- ☐ Demand
- ☐ Title
- ☐ Insurance
- ☐ Initial Disclosures and Required State Disclosures
- ☐ 4506-T (completed and signed prior to close on **Credit Qualifying only**)

HB to HB NCQ IRRRL

- ☐ VA IRRRL LIN number (with HomeBridge VA ID number: 5597800605)
- ☐ 1003 (cannot state income; abbreviated without employment, assets or liabilities ok)
- ☐ Current Loan Information from Servicing
- ☐ Current Loan Payment Information from Servicing
- ☐ Demand
- ☐ Title (short form acceptable)
- ☐ Insurance
- ☐ Funds to close
 - ☐ Documentation **not required regardless of amount of funds needed to close**
- ☐ Initial Disclosures and Required State Disclosures
 - ☐ "Notice of Right to Receive Copy of Appraisal" is **not applicable** (no AVM requirement)
 - ☐ "Credit Score Information Disclosure" and "Your Credit and Price you Pay for Credit" disclosures are **not required** if **no** credit report submitted.

Emerging Banker/NDC Specific Disclosure Reminders

- ☐ Signed **Homeownership Counseling Disclosure**. Emerging Banker/NDC must be identified as lender and must contain the applicable counseling center information.
- ☐ Signed **Notice of Right to Receive Copy of Appraisal**. (N/A on HB to HB non-credit qualifying IRRRL). HomeBridge form (located on HomeBridge website) or Emerging Banker/NDC own form acceptable as long as it contains all the information from the HomeBridge form. Emerging Banker/NDC must be identified as lender.
- ☐ **Initial Loan Comparison** dated within 3 days of application, signed by veteran

Reminder: The maximum loan term on the new loan is the original term of the VA loan being refinanced plus 10 years. The new loan term can never exceed 30 years and 32 days.