

# Blueprint for Taking a Quality Application

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# Today's Agenda

Sharing **best practices**

Reviewing **key changes** of URLA

Discussing what happens **next**

**Tips!** for developing customer relationships

**Tip!**

LE2



# Best Practices



**Do's and Don'ts**

# Don't Speak "Mortgage"

**Don't assume** your customer knows the lingo

**Tip!**

**Make sure** everyone understands the topic



# Don't Speak "Mortgage"

<b>DTI</b>	Debt to Income Ratio
<b>LTV</b>	Loan to Value
<b>MI</b>	Mortgage Insurance
<b>HOA</b>	Homeowners Association
<b>CLTV</b>	Combined Loan To Value
<b>HOI</b>	Homeowners Insurance
<b>GSE</b>	Government Sponsored Entity (Fannie Mae & Freddie Mac)
<b>P&amp;I</b>	Principle and Interest
<b>PITI</b>	Principle, Intertest, Taxes & Insurance



LE3

# Do



**Verify all information**

**Be detailed**

**Ask the customer's  
permission**

**Continue to explore  
their needs**

**Know the WHY's of  
information being asked**

**Don't**



**Tip!**

**Gloss over sections**

**Make up information**

**Deflate their pride**

# The New Application

**URLA:**  
Additions & Revisions

**Additional Borrower Application** <sup>LE4</sup>

**Lender Loan Application:**  
Changes & Tools

**Additional:** Unmarried  
Addendum, Continuation

**Tip!**

Sharing best practices and  
“go-to” questions

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# ULRA Overview



Four pages

Eight basic sections

# Section 1

## What's New?

to be completed by the Lender:  
Lender Loan No./Universal Loan Identifier \_\_\_\_\_

Agency Case No. \_\_\_\_\_

### Uniform Residential Loan Application

Verify and complete the information on this application. If you are applying for this loan with others, each additional Borrower must provide information as directed by your Lender.

**Section 1: Borrower Information.** This section asks about your personal information and your income from employment and other sources, such as retirement, that you want considered to qualify for this loan.

#### 1a. Personal Information

Name (First, Middle, Last, Suffix) \_\_\_\_\_

Social Security Number \_\_\_\_\_  
(or Individual Taxpayer Identification Number)

Alternate Names – List any names by which you are known or any names under which credit was previously received (First, Middle, Last, Suffix)

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Citizenship  
 U.S. Citizen  
 Permanent Resident Alien  
 Non-Permanent Resident Alien

Type of Credit  
 I am applying for **Individual credit**.  
 I am applying for **Joint credit**. Total Number of Borrowers: \_\_\_\_  
Each Borrower intends to apply for joint credit. Your Initials: \_\_\_\_\_

List Name(s) of Other Borrower(s) Applying for this Loan  
(First, Middle, Last, Suffix) – Use a separator between names

Marital Status  
 Married  
 Separated  
 Unmarried  
(Single, Divorced, Widowed, Civil Union, Domestic Partnership, Registered Reciprocal Beneficiary Relationship)

Dependents (not listed by another Borrower)  
Number \_\_\_\_\_  
Ages \_\_\_\_\_

Contact Information  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_  
Email \_\_\_\_\_

#### Current Address

Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_  
How Long at Current Address? \_\_\_\_ Years \_\_\_\_ Months Housing  No primary housing expense  Own  Rent (\$ \_\_\_\_\_ /month)

If at Current Address for LESS than 2 years, list Former Address  Does not apply

Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_  
How Long at Former Address? \_\_\_\_ Years \_\_\_\_ Months Housing  No primary housing expense  Own  Rent (\$ \_\_\_\_\_ /month)

Mailing Address – if different from Current Address  Does not apply

Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

# Section 1

Form completed by the Lender:  
 Lender Loan No./Universal Loan Identifier \_\_\_\_\_ Agency Case No. \_\_\_\_\_

## Uniform Residential Loan Application

Verify and complete the information on this application. If you are applying for this loan with others, each additional Borrower must provide information as directed by your Lender.

**Section 1: Borrower Information.** This section asks about your personal information and your income from employment and other sources, such as retirement, that you want considered to qualify for this loan.

### 1a. Personal Information

Name (First, Middle, Last, Suffix) \_\_\_\_\_

Social Security Number \_\_\_\_\_  
 (or Individual Taxpayer Identification Number) \_\_\_\_\_

Alternate Names – List any names by which you are known or any names under which credit was previously received (First, Middle, Last, Suffix) \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Citizenship  
 U.S. Citizen  
 Permanent Resident Alien  
 Non-Permanent Resident Alien

Type of Credit  
 I am applying for **Individual credit**.  
 I am applying for **Joint credit**. Total Number of Borrowers: \_\_\_\_\_  
 Each Borrower intends to apply for joint credit. **Your Initials:** \_\_\_\_\_

List Name(s) of Other Borrower(s) Applying for this Loan  
 (First, Middle, Last, Suffix) – Use a separator between names \_\_\_\_\_

Marital Status  
 Married  
 Separated  
 Unmarried  
 (Single, Divorced, Widowed, Civil Union, Domestic Partnership, Registered Reciprocal Beneficiary Relationship)

Dependents (not listed by another Borrower)  
 Number \_\_\_\_\_  
 Ages \_\_\_\_\_

Contact Information  
 Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_  
 Email \_\_\_\_\_

Current Address  
 Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_  
 How Long at Current Address? \_\_\_\_ Years \_\_\_\_ Months Housing  No primary housing expense  Own  Rent (\$ \_\_\_\_\_ /month)

If at Current Address for LESS than 2 years, list Former Address  Does not apply  
 Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_  
 How Long at Former Address? \_\_\_\_ Years \_\_\_\_ Months Housing  No primary housing expense  Own  Rent (\$ \_\_\_\_\_ /month)

Mailing Address – if different from Current Address  Does not apply  
 Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

! Borrower's Legal Name

! Repeat SSN

! Dependent number same as tax returns

! Same addresses as credit report

# Additional Borrower Application

New form

Same information

To be completed by the **Lender**:

Lender Loan No./Universal Loan Identifier \_\_\_\_\_

Agency Case No. \_\_\_\_\_

## Uniform Residential Loan Application — Additional Borrower

Verify and complete the information on this application as directed by your Lender.

**Section 1: Borrower Information.** This section asks about your personal information and your income from employment and other sources, such as retirement, that you want considered to qualify for this loan.

### 1a. Personal Information

**Name** (First, Middle, Last, Suffix) \_\_\_\_\_

**Alternate Names** – List any names by which you are known or any names under which credit was previously received (First, Middle, Last, Suffix) \_\_\_\_\_

**Social Security Number** \_\_\_\_\_  
(or Individual Taxpayer Identification Number)

**Date of Birth**  
(mm/dd/yyyy)

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Citizenship**

- U.S. Citizen  
 Permanent Resident Alien  
 Non-Permanent Resident Alien

# Section 1b

**1b. Current Employment/Self-Employment and Income**  *Does not apply*

**!** Employer or Business Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

**!** Position or Title \_\_\_\_\_  
 Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)  
 How long in this line of work? \_\_\_\_ Years \_\_\_\_ Months

I am employed by a family member, property seller, real estate agent, or other party to the transaction.

Check if you are the Business Owner or Self-Employed  I have an ownership share of less than 25%. **Monthly Income (or Loss)** \$ \_\_\_\_\_  
 I have an ownership share of 25% or more. \$ \_\_\_\_\_

Gross Monthly Income	
Base	\$ _____ /month
Overtime	\$ _____ /month
Bonus	\$ _____ /month
Commission	\$ _____ /month
Military Entitlements	\$ _____ /month
Other	\$ _____ /month
<b>TOTAL \$</b>	_____ 0.00/month

Complete <sup>LE5</sup> two-year history

Self-employed Borrowers Tax return vs. Real income

# Section 1c-e

Provides employment history

Supports stability of borrower's earnings

Breaks down additional earnings

**1c. IF APPLICABLE, Complete Information for Additional Employment/Self-Employment and Income**  Does not apply

Employer or Business Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
 Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Position or Title \_\_\_\_\_  
 Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)  
 How long in this line of work? \_\_\_\_ Years \_\_\_\_ Months

Check if this statement applies:  
 I am employed by a family member, property seller, real estate agent, or other party to the transaction.

Check if you are the Business Owner or Self-Employed  I have an ownership share of less than 25%.  I have an ownership share of 25% or more. Monthly Income (or Loss) \$ \_\_\_\_\_

Gross Monthly Income  
 Base \$ \_\_\_\_\_ /month  
 Overtime \$ \_\_\_\_\_ /month  
 Bonus \$ \_\_\_\_\_ /month  
 Commission \$ \_\_\_\_\_ /month  
 Military Entitlements \$ \_\_\_\_\_ /month  
 Other \$ \_\_\_\_\_ /month  
 TOTAL \$ \_\_\_\_\_ 0.00/month

**1d. IF APPLICABLE, Complete Information for Previous Employment/Self-Employment and Income**  Does not apply

Provide at least 2 years of current and previous employment and income.

Employer or Business Name \_\_\_\_\_  
 Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Position or Title \_\_\_\_\_  
 Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)  
 End Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)

Check if you were the Business Owner or Self-Employed

Previous Gross Monthly Income \$ \_\_\_\_\_ /month

**1e. Income from Other Sources**  Does not apply

Include income from other sources below. Under Income Source, choose from the sources listed here:

- Alimony
- Child Support
- Interest and Dividends
- Notes Receivable
- Royalty Payments
- Unemployment Benefits
- Automobile Allowance
- Disability
- Mortgage Credit Certificate
- Public Assistance
- Separate Maintenance
- Boarder Income
- Foster Care
- Mortgage Differential Payments
- Retirement (e.g., Pension, IRA)
- Social Security
- Trust
- VA Compensation
- Capital Gains
- Housing or Parsonage
- Other

NOTE: Reveal alimony, child support, separate maintenance, or other income ONLY IF you want it considered in determining your qualification for this loan.

Income Source – use list above	Monthly Income
_____	\$ _____
_____	\$ _____
_____	\$ _____
Provide TOTAL Amount Here	\$ _____ 0.00



# Section 2

**Financial Information — Assets and Liabilities.** This section asks about things you own that are worth money and that you want considered to qualify for this loan. It then asks about your liabilities (or debts) that you pay each month, such as credit cards, alimony, or other expenses.

## 2a. Assets – Bank Accounts, Retirement, and Other Accounts You Have

Include all accounts below. Under Account Type, choose from the types listed here:

- |              |                          |                                |                          |                                |
|--------------|--------------------------|--------------------------------|--------------------------|--------------------------------|
| Checking     | • Certificate of Deposit | • Stock Options                | • Bridge Loan Proceeds   | • Trust Account                |
| Savings      | • Mutual Fund            | • Bonds                        | • Individual Development | • Cash Value of Life Insurance |
| Money Market | • Stocks                 | • Retirement (e.g., 401k, IRA) | Account                  | (used for the transaction)     |

Account Type – use list above	Financial Institution	Account Number	Cash or Market Value
			\$
			\$
			\$
			\$
			\$
<b>Provide TOTAL Amount Here</b>			\$ 0.00

Added options

## 2b. Other Assets and Credits You Have

Does not apply

Include all other assets and credits below. Under Asset or Credit Type, choose from the types listed here:

- |  |   |                            |                       |                    |
|--|---|----------------------------|-----------------------|--------------------|
| <b>Assets</b>  |   | <b>Credits</b>             |                       |                    |
| • Proceeds from Real Estate Property to be sold on or before closing | • Proceeds from Sale of Non-Real Estate Asset | • Unsecured Borrowed Funds | • Earnest Money       | • Relocation Funds |
|  | • Secured Borrowed Funds                      | • Other                    | • Employer Assistance | • Rent Credit      |
|  |   |                            | • Lot Equity          | • Sweat Equity     |
|  |   |                            |                       | • Trade Equity     |

Asset or Credit Type – use list above	Cash or Market Value
	\$
	\$
	\$
	\$
<b>Provide TOTAL Amount Here</b>	
	\$ 0.00

Added options

Tip!  
Make your borrower feel comfortable

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# Section 2

**Tip!**  
Do not copy  
credit report

## 2c. Liabilities – Credit Cards, Other Debts, and Leases that You Owe

Does not apply

List all liabilities below (except real estate) and include deferred payments. Under Account Type, choose from the types listed here:

• Revolving (e.g., credit cards) • Installment (e.g., car, student, personal loans) • Open 30-Day

Account Type – use list above	Company Name	Account Number	U
			\$
			\$
			\$
			\$
			\$

Have borrower disclose debts

Then compare to credit report

## 2d. Other Liabilities and Expenses

Does not apply

Include all other liabilities and expenses below. Choose from the types listed here:

• Alimony • Child Support • Separate Maintenance • Job Related Expenses • Other


Some loans may not be in DTI

### Borrower Name:

Uniform Residential Loan Application  
Freddie Mac Form 65 • Fannie Mae Form 1003  
Effective 1/2021



# Section 3

**Section 3: Financial Information — Real Estate.** This section asks you to list all properties you currently own and what you owe on them.  *I do not own any real estate*

**3a. Property You Own** If you are refinancing, list the property you are refinancing FIRST.

Address Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Property Value	Status: Sold, Pending Sale, or Retained	Intended Occupancy: Investment, Primary Residence, Second Home, Other	Monthly Insurance, Taxes, Association Dues, etc. if not included in Monthly Mortgage Payment	For 2-4 Unit Primary or Investment Property	
				Monthly Rental Income	For LENDER to calculate: Net Monthly Rental Income
\$ _____			\$ _____	\$ _____	\$ _____

Mortgage Loans on this Property  *Does not apply*

Creditor Name	Account Number	Monthly Mortgage Payment	Unpaid Balance	To be paid off at or before closing	Type: FHA, VA, Conventional, USDA-RD, Other	Credit Limit (if applicable)
		\$ _____	\$ _____	<input type="checkbox"/>		\$ _____
		\$ _____	\$ _____	<input type="checkbox"/>		\$ _____

**3b. IF APPLICABLE, Complete Information for Additional Property**  *Does not apply*

Address Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Property Value	Status: Sold, Pending Sale, or Retained	Intended Occupancy: Investment, Primary Residence, Second Home, Other	Monthly Insurance, Taxes, Association Dues, etc. if not included in Monthly Mortgage Payment	For 2-4 Unit Primary or Investment Property	
				Monthly Rental Income	For LENDER to calculate: Net Monthly Rental Income
\$ _____			\$ _____	\$ _____	\$ _____

Mortgage Loans on this Property  *Does not apply*

Creditor Name	Account Number	Monthly Mortgage Payment	Unpaid Balance	To be paid off at or before closing	Type: FHA, VA, Conventional, USDA-RD, Other	Credit Limit (if applicable)
		\$ _____	\$ _____	<input type="checkbox"/>		\$ _____
		\$ _____	\$ _____	<input type="checkbox"/>		\$ _____

Should you include empty lots with no mortgage on REO Schedule?

All properties must be listed in this section. Mortgage or no mortgage.

# Section 4

## New Section

**Section 4: Loan and Property Information.** This section asks about the loan's purpose and the property you want to purchase or refinance.

### 4a. Loan and Property Information

Loan Amount \$ \_\_\_\_\_ Loan Purpose  Purchase  Refinance  Other (specify) \_\_\_\_\_

Property Address Street \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ County \_\_\_\_\_

Number of Units \_\_\_\_\_ Property Value \$ \_\_\_\_\_

Occupancy  Primary Residence  Second Home  Investment Property **FHA Secondary Residence**

1. **Mixed-Use Property.** If you will occupy the property, will you set aside space within the property to operate your own business? (e.g., daycare facility, medical office, beauty/barber shop)  NO  YES
2. **Manufactured Home.** Is the property a manufactured home? (e.g., a factory built dwelling built on a permanent chassis)  NO  YES

### 4b. Other New Mortgage Loans on the Property You are Buying or Refinancing Does not apply

Creditor Name	Lien Type	Monthly Payment	Loan Amount/ Amount to be Drawn	Credit Limit (if applicable)
	<input type="radio"/> First Lien <input type="radio"/> Subordinate Lien	\$ _____	\$ _____	\$ _____
	<input type="radio"/> First Lien <input type="radio"/> Subordinate Lien	\$ _____	\$ _____	\$ _____

### 4c. Rental Income on the Property You Want to Purchase Does not apply

Complete if the property is a 2-4 Unit Primary Residence or an Investment Property

	Amount
Expected Monthly Rental Income	\$ _____
For LENDER to calculate: Expected Net Monthly Rental Income	\$ _____

### 4d. Gifts or Grants You Have Been Given or Will Receive for this Loan Does not apply

Include all gifts and grants below. Under Source, choose from the sources listed here:

- Community Nonprofit
- Federal Agency
- Relative
- State Agency
- Lender
- Employer
- Local Agency
- Religious Nonprofit
- Unmarried Partner
- Other

Asset Type: Cash Gift, Gift of Equity, Grant	Deposited/Not Deposited	Source – use list above	Cash or Market Value
	<input type="radio"/> Deposited <input type="radio"/> Not Deposited		\$ _____
	<input type="radio"/> Deposited <input type="radio"/> Not Deposited		\$ _____

# Section 5

Answers should be consistent with other documentation

Be consultative with your borrower

Help them understand why these answers are important

**Section 5: Declarations.** This section asks you specific questions about the property, your funding, and your past financial history.

### 5a. About this Property and Your Money for this Loan

<b>A.</b> Will you occupy the property as your primary residence? If YES, have you had an ownership interest in another property in the last three years? If YES, complete (1) and (2) below: (1) What type of property did you own: primary residence (PR), FHA secondary residence (SR), second home (SH), or investment property (IP)? (2) How did you hold title to the property: by yourself (S), jointly with your spouse (SP), or jointly with another person (O)?	<input type="radio"/> NO <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> YES _____ _____
<b>B.</b> If this is a Purchase Transaction: Do you have a family relationship or business affiliation with the seller of the property?	<input type="radio"/> NO <input type="radio"/> YES
<b>C.</b> Are you borrowing any money for this real estate transaction (e.g., money for your closing costs or down payment) or obtaining any money from another party, such as the seller or realtor, that you have not disclosed on this loan application? If YES, what is the amount of this money?	<input type="radio"/> NO <input type="radio"/> YES \$ _____
<b>D.</b> 1. Have you or will you be applying for a mortgage loan on another property (not the property securing this loan) on or before closing this transaction that is not disclosed on this loan application? 2. Have you or will you be applying for any new credit (e.g., installment loan, credit card, etc.) on or before closing this loan that is not disclosed on this application?	<input type="radio"/> NO <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> YES
<b>E.</b> Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes (e.g., the Property Assessed Clean Energy Program)?	<input type="radio"/> NO <input type="radio"/> YES

### 5b. About Your Finances

<b>F.</b> Are you a co-signer or guarantor on any debt or loan that is not disclosed on this application?	<input type="radio"/> NO <input type="radio"/> YES
<b>G.</b> Are there any outstanding judgments against you?	<input type="radio"/> NO <input type="radio"/> YES
<b>H.</b> Are you currently delinquent or in default on a Federal debt?	<input type="radio"/> NO <input type="radio"/> YES
<b>I.</b> Are you a party to a lawsuit in which you potentially have any personal financial liability?	<input type="radio"/> NO <input type="radio"/> YES
<b>J.</b> Have you conveyed title to any property in lieu of foreclosure in the past 7 years?	<input type="radio"/> NO <input type="radio"/> YES
<b>K.</b> Within the past 7 years, have you completed a pre-foreclosure sale or short sale, whereby the property was sold to a third party and the Lender agreed to accept less than the outstanding mortgage balance due?	<input type="radio"/> NO <input type="radio"/> YES
<b>L.</b> Have you had property foreclosed upon in the last 7 years?	<input type="radio"/> NO <input type="radio"/> YES
<b>M.</b> Have you declared bankruptcy within the past 7 years? If YES, identify the type(s) of bankruptcy: <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Chapter 13	<input type="radio"/> NO <input type="radio"/> YES

# Section 6

Have you read this section?

Tip!  
Review the acknowledgements and Agreements

**Section 6: Acknowledgments and Agreements.** This section tells you about your legal obligations when you sign this application.

## Acknowledgments and Agreements

### Definitions:

- "Lender" includes the Lender's agents, service providers, and any of their successors and assigns.
- "Other Loan Participants" includes (i) any actual or potential owners of a loan resulting from this application (the "Loan"), (ii) acquirers of any beneficial or other interest in the Loan, (iii) any mortgage insurer, (iv) any guarantor, (v) any servicer of the Loan, and (vi) any of these parties' service providers, successors or assigns.

### I agree to, acknowledge, and represent the following:

#### (1) The Complete Information for this Application

- The information I have provided in this application is true, accurate, and complete as of the date I signed this application.
- If the information I submitted changes or I have new information before closing of the Loan, I must change and supplement this application, including providing any updated/supplemented real estate sales contract.
- For purchase transactions: The terms and conditions of any real estate sales contract signed by me in connection with this application are true, accurate, and complete to the best of my knowledge and belief. I have not entered into any other agreement, written or oral, in connection with this real estate transaction.
- The Lender and Other Loan Participants may rely on the information contained in the application before and after closing of the Loan.
- Any intentional or negligent misrepresentation of information may result in the imposition of:
  - (a) civil liability on me, including monetary damages, if a person suffers any loss because the person relied on any misrepresentation that I have made on this application, and/or
  - (b) criminal penalties on me including, but not limited to, fine or imprisonment or both under the provisions of Federal law (18 U.S.C. §§ 1001 *et seq.*).

#### (2) The Property's Security

The Loan I have applied for in this application will be secured by a mortgage or deed of trust which provides the Lender a security interest in the property described in this application.

#### (3) The Property's Appraisal, Value, and Condition

- Any appraisal or value of the property obtained by the Lender is for use by the Lender and Other Loan Participants.
- The Lender and Other Loan Participants have not made any representation or warranty, express or implied, to me about the property, its condition, or its value.

#### (4) Electronic Records and Signatures

- The Lender and Other Loan Participants may keep any paper record and/or electronic record of this application, whether or not the Loan is approved.

- If this application is created as (or converted into) an "electronic application", I consent to the use of "electronic records" and "electronic signatures" as the terms are defined in and governed by applicable Federal and/or state electronic transactions laws.
- I intend to sign and have signed this application either using my:
  - (a) electronic signature; or
  - (b) a written signature and agree that if a paper version of this application is converted into an electronic application, the application will be an electronic record, and the representation of my written signature on this application will be my binding electronic signature.
- I agree that the application, if delivered or transmitted to the Lender or Other Loan Participants as an electronic record with my electronic signature, will be as effective and enforceable as a paper application signed by me in writing.

#### (5) Delinquency

- The Lender and Other Loan Participants may report information about my account to credit bureaus. Late payments, missed payments, or other defaults on my account may be reflected in my credit report and will likely affect my credit score.
- If I have trouble making my payments I understand that I may contact a HUD-approved housing counseling organization for advice about actions I can take to meet my mortgage obligations.

#### (6) Authorization for Use and Sharing of Information

By signing below, in addition to the representations and agreements made above, I expressly authorize the Lender and Other Loan Participants to obtain, use, and share with each other (i) the loan application and related loan information and documentation, (ii) a consumer credit report on me, and (iii) my tax return information, as necessary to perform the actions listed below, for so long as they have an interest in my loan or its servicing:

- (a) process and underwrite my loan;
- (b) verify any data contained in my consumer credit report, my loan application and other information supporting my loan application;
- (c) inform credit and investment decisions by the Lender and Other Loan Participants;
- (d) perform audit, quality control, and legal compliance analysis and reviews;
- (e) perform analysis and modeling for risk assessments;
- (f) monitor the account for this loan for potential delinquencies and determine any assistance that may be available to me; and
- (g) other actions permissible under applicable law.

Borrower Signature \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Additional Borrower Signature \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Section 7

## New Section

**Section 7: Military Service.** This section asks questions about your (or your deceased spouse's) military service.

### Military Service of Borrower

**Military Service** – Did you (or your deceased spouse) ever serve, or are you currently serving, in the United States Armed Forces?  NO  YES

*If YES, check all that apply:*

- Currently serving on active duty with projected expiration date of service/tour \_\_\_ / \_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)
- Currently retired, discharged, or separated from service
- Only period of service was as a non-activated member of the Reserve or National Guard
- Surviving spouse

# Section 8

**Section 8: Demographic Information.** This section asks about your ethnicity, sex, and race.

HMDA

Tip!  
Carefully read  
paragraph

## Demographic Information of Borrower

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." **The law provides that we may not discriminate** on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

### Ethnicity: Check one or more

- Hispanic or Latino  
 Mexican  Puerto Rican  Cuban  
 Other Hispanic or Latino – Print origin: \_\_\_\_\_

*For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

- Not Hispanic or Latino  
 I do not wish to provide this information

### Sex

- Female  
 Male  
 I do not wish to provide this information

### Race: Check one or more

- American Indian or Alaska Native – Print name of enrolled or principal tribe: \_\_\_\_\_

- Asian  
 Asian Indian  Chinese  Filipino  
 Japanese  Korean  Vietnamese  
 Other Asian – Print race: \_\_\_\_\_

*For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

- Black or African American  
 Native Hawaiian or Other Pacific Islander  
 Native Hawaiian  Guamanian or Chamorro  Samoan  
 Other Pacific Islander – Print race: \_\_\_\_\_

*For example: Fijian, Tongan, and so on.*

- White  
 I do not wish to provide this information

### To Be Completed by Financial Institution (for application taken in person):

- Was the ethnicity of the Borrower collected on the basis of visual observation or surname?  NO  YES  
Was the sex of the Borrower collected on the basis of visual observation or surname?  NO  YES  
Was the race of the Borrower collected on the basis of visual observation or surname?  NO  YES

### The Demographic Information was provided through:

- Face-to-Face Interview (includes Electronic Media w/ Video Component)  Telephone Interview  Fax or Mail  Email or Internet

# Lender Loan Information

To be completed by the Lender:  
Lender Loan No./Universal Loan Identifier \_\_\_\_\_ Agency Case No. \_\_\_\_\_

## Uniform Residential Loan Application — Lender Loan Information

This section is completed by your Lender.

### L1. Property and Loan Information

<b>Community Property State</b> <input type="checkbox"/> At least one borrower lives in a community property state. <input type="checkbox"/> The property is in a community property state.	<b>Refinance Type</b> <input type="radio"/> No Cash Out <input type="radio"/> Limited Cash Out <input type="radio"/> Cash Out	<b>Refinance Program</b> <input type="radio"/> Full Documentation <input type="radio"/> Interest Rate Reduction <input type="radio"/> Streamlined without Appraisal <input type="radio"/> Other _____
<b>Transaction Detail</b> <input type="checkbox"/> Conversion of Contract for Deed or Land Contract <input type="checkbox"/> Renovation <input type="checkbox"/> Construction-Conversion/Construction-to-Permanent <input type="radio"/> Single-Closing <input type="radio"/> Two-Closing Construction/Improvement Costs \$ _____ Lot Acquired Date ____ / ____ / ____ (mm/dd/yyyy) Original Cost of Lot \$ _____	<b>Energy Improvement</b> <input type="checkbox"/> Mortgage loan will finance energy-related improvements. <input type="checkbox"/> Property is currently subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid for through property taxes (e.g., the Property Assessed Clean Energy program).	

**Project Type**     Condominium     Cooperative     Planned Unit Development (PUD)     Property is not located in a project

**TIP!**  
Ask  
Property  
Type

**Added  
options**



# A Better Take on Title

**radian**  
title services

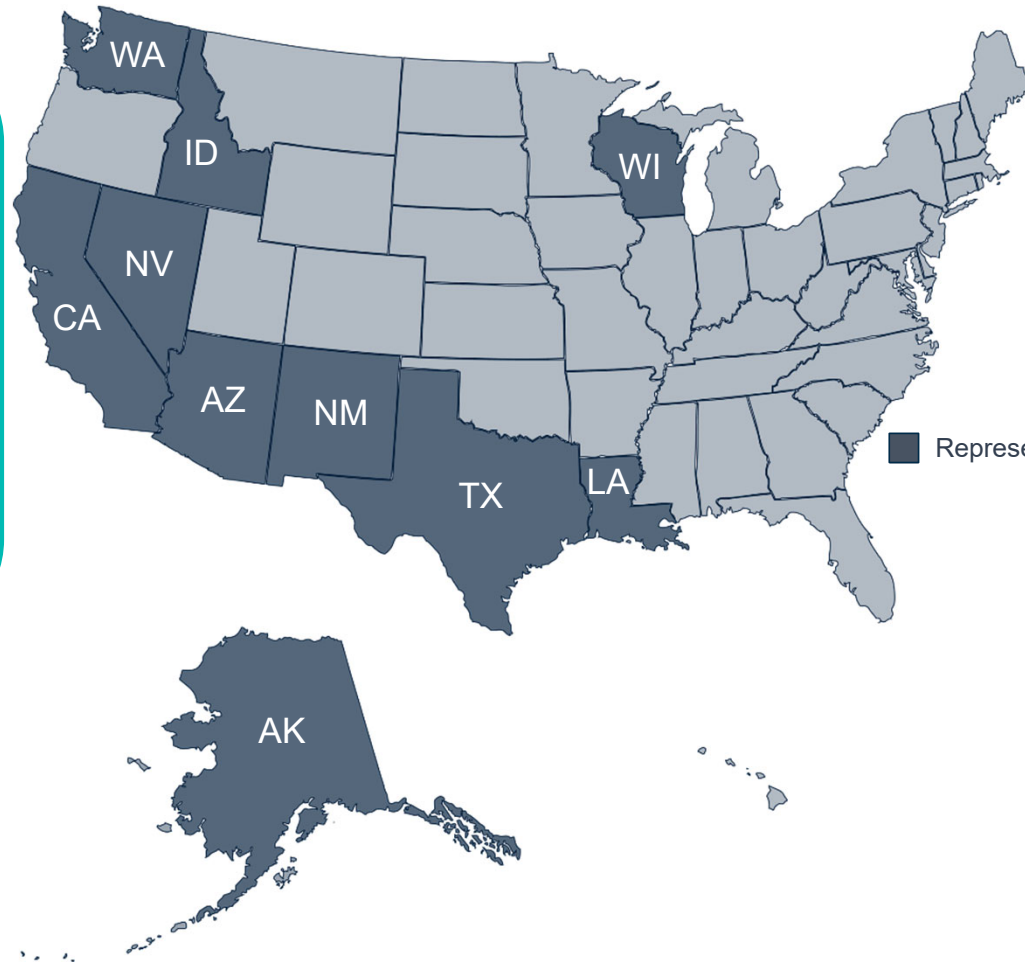
Radian has re-imagined how title and settlement services are ordered, processed and delivered.

*We deliver clarity, certainty and value. Because that's what our customers need.*



# Community Property States

In Alaska, spouses can sign an agreement making specific assets **community property**.



# Lender Loan Information

L3. Mortgage Loan Information																				
<b>Mortgage Type Applied For</b> <input type="radio"/> Conventional <input type="radio"/> USDA-RD <input type="radio"/> FHA <input type="radio"/> VA <input type="radio"/> Other: _____	<b>Terms of Loan</b> Note Rate _____ % Loan Term _____ (months)	<b>Mortgage Lien Type</b> <input type="radio"/> First Lien <input type="radio"/> Subordinate Lien																		
<b>Amortization Type</b> <input type="radio"/> Fixed Rate <input type="radio"/> Other (explain): _____ <input type="radio"/> Adjustable Rate <b>If Adjustable Rate:</b> Initial Period Prior to First Adjustment _____ (months) Subsequent Adjustment Period _____ (months)	<b>Proposed Monthly Payment for Property</b> <table border="1"> <tr><td>First Mortgage (P &amp; I)</td><td>\$ _____</td></tr> <tr><td>Subordinate Lien(s) (P &amp; I)</td><td>\$ _____</td></tr> <tr><td>Homeowner's Insurance</td><td>\$ _____</td></tr> <tr><td>Supplemental Property Insurance</td><td>\$ _____</td></tr> <tr><td>Property Taxes</td><td>\$ _____</td></tr> <tr><td>Mortgage Insurance</td><td>\$ _____</td></tr> <tr><td>Association/Project Dues (Condo, Co-Op, PUD)</td><td>\$ _____</td></tr> <tr><td>Other</td><td>\$ _____</td></tr> <tr><td><b>TOTAL</b></td><td>\$ _____ 0.00</td></tr> </table>		First Mortgage (P & I)	\$ _____	Subordinate Lien(s) (P & I)	\$ _____	Homeowner's Insurance	\$ _____	Supplemental Property Insurance	\$ _____	Property Taxes	\$ _____	Mortgage Insurance	\$ _____	Association/Project Dues (Condo, Co-Op, PUD)	\$ _____	Other	\$ _____	<b>TOTAL</b>	\$ _____ 0.00
First Mortgage (P & I)	\$ _____																			
Subordinate Lien(s) (P & I)	\$ _____																			
Homeowner's Insurance	\$ _____																			
Supplemental Property Insurance	\$ _____																			
Property Taxes	\$ _____																			
Mortgage Insurance	\$ _____																			
Association/Project Dues (Condo, Co-Op, PUD)	\$ _____																			
Other	\$ _____																			
<b>TOTAL</b>	\$ _____ 0.00																			
<b>Loan Features</b> <input type="checkbox"/> Balloon/ Balloon Term _____ (months) <input type="checkbox"/> Interest Only / Interest Only Term _____ (months) <input type="checkbox"/> Negative Amortization <input type="checkbox"/> Prepayment Penalty / Prepayment Penalty Term _____ (months) <input type="checkbox"/> Temporary Interest Rate Buydown/Initial Buydown Rate _____ % <input type="checkbox"/> Other (explain): _____																				

**TIP!**  
May have major impact on DTI

## More Tips & Tools

- ! Know the **taxes** – Most states have free tax assessor website
- ! Know the **MI** – Check out Radian's [MI Rate Finder](#)
- ! Know the **HOI** – work with your referral partners to get an estimate



# Lender Loan Information



## L4. Qualifying the Borrower – Minimum Required Funds or Cash Back

DUE FROM BORROWER(S)	
A. Sales Contract Price	\$
B. Improvements, Renovations, and Repairs	\$
C. Land (if acquired separately)	\$
D. For Refinance: Balance of Mortgage Loans on the Property to be paid off in the Transaction (See Table 3a. Property You Own)	\$
E. Credit Cards and Other Debts Paid Off (See Table 2c. Liabilities — Credit Cards, Other Debts, and Leases that You Owe)	\$
F. Borrower Closing Costs (Including Prepaid and Initial Escrow Payments)	\$
G. Discount Points	\$
<b>H. TOTAL DUE FROM BORROWER(s) (Total of A thru G)</b>	\$ 0.00
TOTAL MORTGAGE LOANS	
I. Loan Amount Loan Amount Excluding Financed Mortgage Insurance (or Mortgage Insurance Equivalent) \$ _____ Financed Mortgage Insurance (or Mortgage Insurance Equivalent) Amount \$ _____	\$ 0.00
J. Other New Mortgage Loans on the Property the Borrower(s) is Buying or Refinancing (See Table 4b. Other New Mortgage Loans on the Property You are Buying or Refinancing)	\$
<b>K. TOTAL MORTGAGE LOANS (Total of I and J)</b>	
TOTAL CREDITS	
L. Seller Credits (Enter the amount of Borrower(s) costs paid by the property seller)	
M. Other Credits (Enter the sum of all other credits — Borrower Paid Fees, Earnest Money, Emp Housing, Lease Purchase Fund, Lot Equity, Relocation Funds, Sweat Equity, Trade Equity, Other)	
<b>N. TOTAL CREDITS (Total of L and M)</b>	
CALCULATION	
TOTAL DUE FROM BORROWER(s) (Line H)	\$ 0.00
LESS TOTAL MORTGAGE LOANS (Line K) AND TOTAL CREDITS (Line N)	-\$ 0.00
<b>Cash From/To the Borrower (Line H minus Line K and Line N)</b> NOTE: This amount does not include reserves or other funds that may be required by the Lender to be verified.	\$ 0.00

Should match  
Approximate Cost  
Sheet or Good Faith  
Estimate

Final Cash estimate  
helps determine if loan  
amount should change

# Unmarried Addendum

## New Section

### Uniform Residential Loan Application — Unmarried Addendum

#### For Borrower Selecting the Unmarried Status

##### Lenders Instructions for Using the Unmarried Addendum

The Lender may use the Unmarried Addendum only when a Borrower selected "Unmarried" in Section 1 and the information collected is necessary to determine how State property laws directly or indirectly affecting creditworthiness apply, including ensuring clear title.

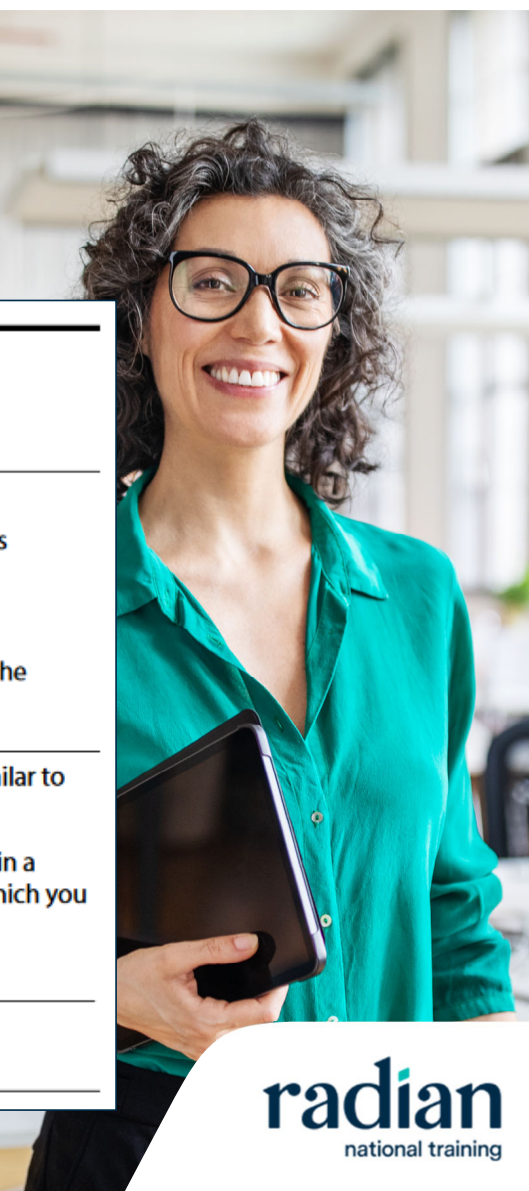
For example, the Lender may use the Unmarried Addendum when the Borrower resides in a State that recognizes civil unions, domestic partnerships, or registered reciprocal beneficiary relationships or when the property is located in such a State. "State" means any state, the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States.

If you selected "Unmarried" in Section 1, is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse?  NO  YES

If YES, indicate the type of relationship and the State in which the relationship was formed. For example, indicate if you are in a civil union, domestic partnership, registered reciprocal beneficiary relationship, or other relationship recognized by the State in which you currently reside or where the property is located.

Civil Union  Domestic Partnership  Registered Reciprocal Beneficiary Relationship  Other (explain) \_\_\_\_\_

State:



# Next steps

Discussing what happens **next**

**Developing connection** with  
customers



## Next steps

- ❗ **Follow Regulation Timelines**  
Send Disclosures
- ❗ **Loan Decision**
- ❗ **Stay connected with your borrower during the process**
- ❗ **Ask for feedback on how you/your company is doing**



# Getting the Decision

LE7



## Decision Loan **Approved**

- **Stay in touch**
  - Keep borrower up to date with status and next steps
- **Don't disappear**
- **Be a partner until closing**

## Decision: Loan **Declined**

- **Don't abandon the borrower!**
- **Develop an action plan!**
- **Offer quality client-contact experiences**



# Recap

Reviewed **key changes in applications**

**Best practices & connecting to the customer**

**Download the QRG**





# Thank you

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