

## **HUD LIST OF REQUIRED SERVICES**

**In order to be legally compensated on a loan, the entity must complete at least 5 out of the 14 following tasks.**

- (a) Taking information from the applicant and filling out the application
- (b) Analyzing the applicant's income and debt and prequalifying the borrower to determine the maximum amount the applicant can afford
- (c) Educating the borrower in the home-buying and financing process, advising the borrower about the different types of loan products available, and demonstrating how closing costs and monthly payments would vary under each product
- (d) Collecting financial information (for example, tax returns, bank statements) and other related documents that are part of the application process
- (e) Initiating or ordering requests for verifications of employment and verifications of deposit
- (f) Initiating or ordering requests for mortgage and other loan verifications
- (g) Initiating or ordering appraisals
- (h) Initiating or ordering inspections or engineering reports
- (i) Providing required legal disclosures (Truth-in-Lending, Good Faith Estimate, others) to the applicant
- (j) Assisting the applicant in understanding and clearing credit problems.
- (k) Maintaining regular contact with the applicant, real estate broker or salesperson, and lender, between application and closing to apprise them of the status of the application and to gather any additional information as needed.
- (l) Ordering legal documents.
- (m) Determining whether the secured property is located in a flood zone or ordering a flood determination
- (n) Participating in the loan closing.