

MORTGAGE SUBMISSION VOUCHER

- Purpose:** This form lists all the Mortgage data for each loan to be submitted for purchase. The Administrator uses the data from the Mortgage Submission Voucher to purchase the loan.
- Completed by:** Participant
- Submission Requirement:** This form must be included with each loan file submitted for purchase.

PREPARATION INSTRUCTIONS

The numbers on the illustrated form correspond to the numbers listed below:

- (1) **Leave blank for Administrator to indicate Bond Series**
- (2) Four digit Originator Code assigned by Administrator for Participant delivering the loan
- (3) Four digit Servicer code assigned by Administrator for Participant who is servicing the loan
- (4) Servicer's loan number for the program loan
- (5) **Leave blank for Administrator to indicate Master Servicing Number assigned to loan**
- (6) Name of Participant who originated loan
- (7) **Leave blank for Administrator to verify Disability Rating (applicable for disability discount)**
- (8) **Leave blank for Administrator to indicate if pending fees are applicable**
- (9) **Leave blank for Administrator to indicate if reprice fees are applicable**
- (10) **Leave blank for Administrator to indicate if buydown fees are applicable**
- (11) **Leave blank for Administrator to indicate if adverse market fee is applicable**
- (12) Name of the Participant who is delivering the loan
- (13) MERS Min Number
- (14) "X" box if loan was originated as a MOMS loan

- (15) Mortgagor's last name (16)
Mortgagor's first name
- (17) Mortgagor's middle initial
- (18) Mortgagor's social security number
- (19) Qualifying annual income of Mortgagor and Co-Mortgagor
- (20) Co-Mortgagor's last name (21)
Co- Mortgagor's first name
- (22) Co- Mortgagor's middle initial
- (23) Co- Mortgagor's social security number
- (24) First- Time Buyer:
- | | | |
|---|---------|---------------------------|
| N | No | Not first time home-buyer |
| U | Unknown | Unknown |
| Y | Yes | First time home-buyer |
- (25) Mortgagor's Ethnicity:
- | | |
|---|------------------------|
| 1 | Hispanic or Latino |
| 2 | Not Hispanic or Latino |
| 3 | Not Provided |
| 4 | Not Applicable |
- (26) Mortgagor's Race:
- | | |
|---|---|
| 1 | American Indian or Alaskan Native |
| 2 | Asian |
| 3 | Black or African American |
| 4 | Native Hawaiian or Other Pacific Islander |
| 5 | White |
| 6 | Information not provided |
| 7 | Not Applicable |
- (27) Mortgagor's Birthdate - MMDDYYYY

- (28) Co-Mortgagor's Ethnicity - See (27) Mortgagor's Ethnicity codes plus:
 - 5 No Co-Applicant
- (29) Co- Mortgagor's Race - See (28) Mortgagor's Race plus:
 - 8 No Co-Applicant
- (30) Co- Mortgagor's Birthdate – MMDDYYYY
- (31) According to the Note and Deed of Trust, the street address of property
- (32) According to the Note and Deed of Trust, the city of property
- (33) According to the Note and Deed of Trust, the zip code of property
- (34) According to the Note and Deed of Trust, the county of property
- (35) Three digit county code. (See County listing)
- (36) Property Type:
 - 01 Single Family Detached
 - 02 Duplex
 - 03 Triplex
 - 04 Fourplex
 - 05 Townhouse
 - 06 Condominium
 - 07 Project Unit Development (PUD)
 - 08 Manufactured
- (37) Dwelling Code:
 - N New Property
 - E Existing Property
- (38) Date of Sales Contract
- (39) Date of Certificate of Occupancy
- (40) "X" box if loan is Energy Star
- (41) According to the Deed of Trust, the legal description of property

- (42) Sales price from the Settlement Statement/HUD 1
- (43) Final Appraisal date from Appraisal or CRV
- (44) Appraisal value from Appraisal or CRV
- (45) Date of Note
- (46) Loan Type:
 - 01 Conventional loan
 - 02 FHA loan
 - 03 VA loan
- (47) Loan Term:
 - 360 30 year loan.
 - 300 25 year loan.
 - 240 20 year loan.
 - 180 15 year loan.
- (48) Purpose Code:
 - 01 Purchase
 - 16 Take-out (Loan file requires a Take-Out-Loan Affidavit)
- (49) **Leave blank for Administrator to indicate the Outstanding Documents Code**
- (50) **Leave blank for Administrator to indicate balance after amortization of loan.**
- (51) Original loan amount from Note
- (52) P & I payment from Note
- (53) Interest rate from Note
- (54) **Leave blank for Administrator to indicate Service Fee Rate**
- (55) **Leave blank:** Four digit insurance carrier
- (56) Insurance Certificate number
- (57) First payment date from Note

- (58) **Leave blank for Administrator to indicate Next Payment Due Date**
- (59) Maturity date from Note
- (60) **Leave blank for Administrator to indicate Purchase Date**
- (61) Signature of person submitting loan file
- (62) Telephone number of person submitting loan file
- (63) Signature of authorized officer
- (64) Title of authorized officer who is signing the form