The Housing Assistant
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Loan Processing Checklist

FHA Loan Processing Checklist

Step	Task
1	Complete 1003 Loan Application
2	Run AUS (DU or LPA)
3	Order FHA Case Number
4	Obtain and review borrower's income documentation
5	Verify employment (VOE/WVOE/VVOE)
6	Review credit report and resolve discrepancies
7	Order and review FHA appraisal
8	Complete FHA Amendatory Clause & Real Estate Certification
9	Ensure property meets FHA minimum property standards
10	Calculate and verify MIP
11	Check CAIVRS for borrower eligibility
12	Obtain FHA-specific disclosures (Informed Consumer Choice, etc.)
13	Submit file for underwriting approval
14	Issue Conditional Approval and clear conditions
15	Prepare Closing Disclosure (CD)
16	Coordinate closing and funding

VA Loan Processing Checklist

Step	Task
1	Complete 1003 Loan Application
2	Run AUS (DU or LPA)
3	Obtain Certificate of Eligibility (COE)
4	Order VA appraisal through WebLGY
5	Verify borrower's military service and benefits
6	Review credit report and DTI ratios

7	Verify residual income guidelines are met
8	Obtain and review income/assets documentation
9	Ensure property meets VA minimum property standards
10	Submit file to underwriter
11	Issue Conditional Approval and clear all conditions
12	Provide Notice of Value (NOV) and VA disclosures
13	Prepare and deliver Closing Disclosure (CD)
14	Schedule closing and coordinate funding

USDA Loan Processing Checklist

Step	Task
1	Complete 1003 Loan Application
2	Run GUS (Guaranteed Underwriting System)
3	Verify property is located in USDA-eligible rural area
4	Ensure borrower meets income eligibility requirements
5	Review income/assets and request VOE/WVOE
6	Obtain credit report and assess repayment ability
7	Order USDA-compliant appraisal
8	Check for borrower household composition and dependents
9	Submit application through USDA GUS portal
10	Obtain Conditional Commitment from USDA
11	Review all USDA disclosures and borrower certifications
12	Issue Conditional Approval and gather conditions
13	Send Closing Disclosure (CD) and finalize closing package
14	Schedule and complete loan closing

Conventional Loan Processing Checklist

Step	Task

1	Complete 1003 Loan Application
2	Run AUS (DU or LPA)
3	Obtain credit report and evaluate borrower profile
4	Collect income and asset documentation
5	Verify employment (VOE/WVOE/VVOE)
6	Ensure compliance with Fannie Mae/Freddie Mac guidelines
7	Order and review appraisal
8	Disclose Loan Estimate (LE) within 3 days
9	Submit to underwriting for approval
10	Issue Conditional Approval and clear conditions
11	Review private mortgage insurance (PMI) if applicable
12	Generate and send Closing Disclosure (CD)
13	Coordinate closing and disbursement of funds

*For Guidance and Informational Purposes only.