

# RED BUTTON CHECKLIST



## EMPLOYMENT / INCOME

- 1) Who in the household is working?
- 2) Who other than yourself will be on the mortgage? (Spouse / Significant Other)
- 3) Who else could potentially be on the Mortgage Loan? (as an occupant/non-occupant borrower)
  - Aunt
  - Uncle
  - Parents
  - Grandparents
- 4) Do all parties associated with the Loan has a 2-year of work history?
- 5) Does anyone have any part-time income for the past year / 2 years?
- 6) Does anyone have overtime/bonus/commission for the past 2 years?



## CREDIT

- 7) Credit score under 580? – If “Yes” ask "Why?"
- 8) Can you perform a rapid re-score / a "what-if" simulator?
- 9) If I were to perform a soft pull on your credit today, what liabilities / derogatory items/delinquencies will populate?

### **MONTHLY DEBT:**

- Credit Cards combined
- Medical Bills
- Car / Boat/ Motorcycle Loans
- Student Loans
- Any repossessions: short sales/foreclosures

**SEE STUDENT LOAN GUIDE / CHEAT SHEET IN OUR RESOURCE CENTER**

## HISTORY / SITUATION

10) Foreclosure, bankruptcy, or short sales w/n 7 years: If the prospect does not meet criteria end call. (use your judgment on seasoning timeframe using the TAG TEAM “Waiting Periods Cheat Sheet”)

- **CONVENTIONAL:**

- **Bankruptcy**

- (chapter 7 or 11) – 4-year waiting period
    - (chapter 13) – 2 years from the discharge date or 4 years from the dismissal date
    - Multiple bankruptcies – 5-year wait

- **Foreclosure**

- 7 year wait

- **Short Sale** - 4 years wait

- **FHA**

- **Bankruptcy**

- (chapter 7 & 11)– 2 years
    - (chapter 13)– 1 year from the payout period (w/ court permission and proof paid timely)

- **Foreclosure** – 3 years

- **Short Sale** – 3 years

- **VA**

- **Bankruptcy**

- (chapter 7 & 11)– 2 years
    - (chapter 13)– 1 year from the payout period (w/ court permission and proof paid timely)

- **Foreclosure** – 2 years

- **Short Sale** – 2 years

11) Does anyone owe federal taxes for any year and cannot pay them by the time of closing or are they on a payment plan?

12) Married but spouse cannot sign / will not sign? (primary home purchase or primary home refinance)

13) Prospect is a Citizen or permanent resident and is living in the US?





## HISTORY / SITUATION

14) Prospect interested in If “Yes”, politely end the call.

- New Construction
- Rehab loan
- Land Loan

15) Under 18 years of age? If “Yes”, politely end the call.



## ASSETS

16) Need to borrow a down payment using credit rather than gifting money from family? If “Yes”, politely end the call.

17) How much money do you have in your checking/savings account?  
(Business if applicable)

- \$500
- \$5000
- \$5,000,000.00
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18) How much money do you have in your retirement account? (Business if applicable)

- \$500
- \$5000
- \$5,000,000.00

19) Do you have access to any Gift funds from any family members?

