UMDP
UNIFORM MORTGAGE DATA PROGRAM

Fannie Mae

Freddie Mac
Single-Family

Instructions for Completing the Uniform Residential Loan Application

Uniform Residential Loan Application

The Uniform Residential Loan Application (URLA) contains the following sections:

Section 1. Borrower Information. Collects your personal information, income, and employment.

Section 2. Financial Information – Assets and Liabilities. Collects information about your financial assets, personal financial obligations, and debts you owe.

Section 3. Financial Information – Real Estate. Collects information about property you own and the debts and expenses related to the property.

Section 4. Loan and Property Information. Collects information about the loan purpose and the property you are buying or refinancing.

Section 5. Declarations. Asks specific questions about the property, how the property will be financed, and your past financial history.

Section 6. Acknowledgments and Agreements. Informs you of your legal obligations related to the mortgage application and asks that you acknowledge certain information will be obtained, used, and shared.

Section 7. Military Service. Collects information about your (or your deceased spouse's) military service.

Section 8. Demographic Information. Requests information the Lender is required by law to ask you.

Section 9. Loan Originator Information. Provides you with information about the loan originator.

Uniform Residential Loan Application-Additional Borrower

The URLA **–** Additional Borrower contains the following sections:

Section 1. Borrower Information. Identical to section on the URLA**.**

Section 2. Financial Information – Assets and Liabilities. Contains only the following statement for the additional Borrower to complete: "My information for Section 2 is listed on the Uniform Residential Loan Application with (name of Borrower)." The name of the other borrower is entered here.

Section 3. Financial Information – Real Estate. Contains only the following statement for the additional Borrower to complete: "My information for Section 3 is listed on the Uniform Residential Loan Application with (name of Borrower)."

Section 4. Loan and Property Information. Contains only the following statement for the additional Borrower to complete: "My information for Section 4 is listed on the Uniform Residential Loan Application with (name of Borrower)."

Section 5. Declarations. Identical to section on the URLA.

Section 6. Acknowledgments and Agreements. Contains only the following statement for the additional Borrower to complete: "My signature for Section 6 is on the Uniform Residential Loan Application with (name of Borrower)."

Section 7. Military Service. Identical to section on the URLA.

Section 8. Demographic Information. Identical to section on the URLA.

Section 9. Loan Originator Information. Identical to section on the URLA.

Using the URLA and URLA-Additional Borrower Together

The URLA and the URLA – Additional Borrower are used together to collect information for two Borrowers who have joint assets, liabilities, and/or real estate information. The URLA and URLA-Additional Borrower can also be used for Borrowers who do not have joint information but wish to combine their information on the URLA for ease of use. The following are examples of how to use the URLA and URLA-Additional Borrower:

- **One Borrower:** Complete the URLA.
- **Two Borrowers with joint financial information:**
  - Complete the URLA plus the URLA-Additional Borrower. Report the assets, liabilities, and real estate for the additional Borrower on the URLA; OR

- Complete a separate URLA for each Borrower.
  - Report joint assets, liabilities, and real estate on only one URLA; you do not need to duplicate them on more than one URLA**; OR**
  - In cases where borrowers are not collaborating when completing the loan application or if the borrower or lender chooses to complete a separate URLA, joint assets, liabilities, and real estate may be duplicated on each URLA; however, joint assets, liabilities, and real estate must only be included in the Automated Underwriting System (AUS) loan application submission file once.

- **Two Borrowers with separate financial information**
  - Complete the URLA plus the URLA-Additional Borrower. Report the assets, liabilities, and real estate for the additional Borrower on the URLA; OR
  - Complete a separate URLA for each Borrower.
- **Three or more Borrowers** – Use any combination of the URLA and the URLA-Additional Borrower forms in accordance with the above examples.
- **Non-occupant Borrowers –** For a primary residence transaction with a non-occupant borrower, the non-occupant borrower must complete the URLA and not the URLA-Additional Borrower form that is combined with the URLA of an occupying borrower.

Completing the URLA and URLA-Additional Borrower

The following tables will help you complete certain fields on the loan application. Instructions are grouped by URLA section, and not every field is described. Instructions for self-explanatory fields (for example, *Name, Date of Birth*, and *Contact Information*) are not included.

Section 1: Borrower Information

1a. Personal Information	
○ I am applying for **Individual Credit**	Select if you are the only Borrower applying for the mortgage loan.
○ I am applying for **Joint Credit**	Select if there are two or more Borrowers applying for the mortgage loan.
Your Initials	This field only applies if there is more than one borrower applying for the mortgage loan. Each borrower initials their own Section 1a.
Total Number of Borrowers	Enter the number of Borrowers completing application(s) for this transaction (and signing the note if the loan is approved).
Dependents	Enter based on the definition of "Dependents" applicable for your loan (the definition may be different for FHA, VA, USDA-RD, and Conventional loans). If you are unsure, ask your Lender to clarify.
Current, Former, and Mailing Address	▪ If the street address includes a unit number, enter it in the "Unit #" field. ▪ You have the option to enter the country or province for non-United States addresses. ▪ Select ☑ *Does not apply* if the question is not applicable to you.
○ **No Primary Housing Expense**	▪ Select if you are not obligated to pay rent OR you do not own the home where you live (for example, if you live with relatives and are under no obligation to pay monthly rent). ▪ Do *not* select if you own the home where you live and there are no mortgage liens or home equity loans on the property. Instead, select ◉ *Own*.

1b. Current Employment/Self-Employment and Income
▪ Complete this section for each job, self-employment, or business you own from which you receive income and that you would like considered in qualifying for this loan.

1b. Current Employment/Self-Employment and Income	
▪ Select ☑ *Does not apply* and skip to *Section 1d. Previous Employment/Self-Employment and Income* if you: do not have a job AND are not self-employed AND do not own a business.	
Employer or Business Name	▪ Enter the name of your employer, OR ▪ Enter the name of the business that you own, OR ▪ Enter your name if you are self-employed and do not operate under a business name.
Phone	▪ Enter the main phone number of your employer. ▪ Do not enter your personal work phone number here because you reported it under *Contact Information* in *Section 1a*.
Gross Monthly Income Section	▪ Enter all income you receive from this employer each month, filling in the applicable line items and *TOTAL*.
Gross Monthly Income - Military Entitlements	▪ Enter the sum of Military Entitlements you receive for Active, Reserve, or National Guard duty, *excluding Military Base* pay [for example, Basic Allowance for Subsistence (BAS), Basic Allowance for Housing (BAH), and other military entitlements shown on the Leave and Earnings Statement (LES)]. ▪ Enter *Military Base* pay in Base.
Gross Monthly Income – Other	▪ Enter other monthly income you receive from this job that is not otherwise specified in the line items above. (The entry of *Other* income is not common.) ▪ Enter non-employment income in *Section 1e. Income from Other Sources*.
Business Owner or Self-Employed – Ownership Share	Select the percentage of the business you own.
Business Owner or Self-Employed – Monthly Income (or Loss)	▪ Enter the amount of income (or loss) earned from self-employment or the business you own. ▪ Enter a loss as a negative number using the following format: "-2,000". ▪ Your Lender may assist you in calculating this income.

1c. IF APPLICABLE, Complete Information for Additional Employment/Self Employment and Income
▪ Complete this section only if you have income from more than one job, self-owned business, or self-employment. ▪ Repeat this section for each job, self-owned business, or self-employment that you would like considered by the Lender. ▪ Select ☑ *Does not apply* and skip to *Section 1d. Previous Employment/Self-Employment and Income* if you do not have more than one job, self-owned business, or self-employment.

1d. Previous Employment/Self Employment and Income – Provide at least 2 years of current and previous employment and income.
▪ Complete this section if you have received income from your current job(s) or self-employment(s) for less than two years. ▪ Describe any periods of unemployment (for example, you were a student or homemaker). ▪ Select ☑ *Does not apply* and skip to *Section 1e. Income from Other Sources* if you have earned income from a current job, self-employment, or self-owned business for the past 2 or more years, or if you did not have any previous jobs or self-employment.

1e. Income from Other Sources
▪ Enter income you receive from sources other than your current employment or self-employment that you would like considered in qualifying for the loan. Combine income of the same type but from different sources (for example, if you

1e. Income from Other Sources
have retirement income from two different sources, sum the amounts and list the total once on the form as "Retirement"). ▪ If the source of your income is not listed, ask your Lender for guidance. ▪ Select ☑ *Does not apply* and skip to *Section 2a. Assets – Bank Accounts, Retirement, and Other Accounts You Have* if you do not receive income from any other sources.

Section 2: Financial Information – Assets and Liabilities

2a. Assets-Bank Accounts, Retirement, and Other Accounts You Have
▪ Enter information about each of your asset accounts, including the current value of each account. ▪ If you have received a gift or grant, and you have deposited it in an account, include it in the *Cash or Market Value* amount for that account. ▪ Itemize each gift or grant (even if not yet deposited) in *Section 4d. Gifts or Grants You May Have Been Given or Will Receive for this Loan*.

2b. Other Assets and Credits You Have	
Enter: ▪ Other assets not included in the accounts listed in *Section 2a* that you would like considered in qualifying for the loan. (Note that gifts are not entered in this section but in Section 4d.) ▪ Credits you will receive toward the property purchase.	
Credits	
Earnest Money	Enter this *Credit Type* and the *Cash Value* of the deposit submitted with a purchase offer to show that your offer is being made in good faith. Do not enter this credit if the amount of the earnest money is included in an asset account in 2a (for example, in the checking account from which the earnest money check will be drafted). (Earnest money is also known as a sales contract deposit).
Employer Assistance	Enter this *Credit Type* and the *Cash Value* of funds provided by an employer for the transaction. Do not enter this credit if the funds are already included in a depository account in 2a or entered as a relocation credit, a grant, or a subordinate lien on this transaction.
Lot Equity	Enter this *Credit Type* and the *Market Value* of the net equity in the lot (market value less any outstanding liens) for certain unique transactions. Generally, applies when you hold title to the land on which a manufactured home will be permanently attached.
Relocation Funds	Enter this *Credit Type* and the *Cash Value* of funds provided by an employer as part of a relocation package. Do not enter this credit if the funds are already included in a depository account in 2a or are entered as an employer assistance credit, grant, or subordinate lien on this transaction.
Rent Credit	Enter this *Credit Type* and the *Market Value* based on the portion of rental payments credited towards this transaction under a documented rental/purchase agreement.
Sweat Equity	Enter this *Credit Type* and the *Cash or Market Value* of materials provided for or labor performed on the property, by you or on your behalf, before closing.
Trade Equity	Enter this *Credit Type* and the *Market Value* of equity assigned to you if you will trade property with the seller as part of this transaction.
□ ***Does not apply***	Select ☑ *Does not apply* and skip to *Section 2c. Liabilities-Credit Cards, Other Debts, and Leases that You Owe* if you do not have any other assets or credits.

2c. Liabilities-Credit Cards, Other Debts, and Leases that You Owe
▪ Enter the details of all personal debt that you now owe or will owe before this mortgage loan closes, including: ▫ debts not listed on your credit report, ▫ debts with payments that are currently deferred, and ▫ personal debts that will be paid off at or before closing, even if they will be paid off by this mortgage loan. ▪ Do not include household expenses for phones, utilities, or insurance unless instructed to do so by your Lender. ▪ Select ☑ *Does not apply* and skip to *Section 2d. Other Liabilities and Expenses* if you do not have any personal debt.

2d. Other Liabilities and Expenses
▪ Ask your Lender which job-related expenses you should identify. ▪ Select ☑ *Does not apply* and skip to *Section 3a. Property You Own* If you do not have any other liabilities or expenses.

Section 3: Financial Information – Real Estate

3a. Property You Own	
▪ Enter the details about each property (including undeveloped land) you own and/or for which you are obligated on a mortgage. ▪ If this is refinance transaction, list the property you are refinancing first. ▪ Enter timeshares only if you are a titled owner of the property. ▪ Enter the associated mortgage(s) details for each property if you are obligated on a mortgage, no matter what your relationship is to the property—whether you own the property by yourself, jointly with someone else, or are not on the title to the property. ▪ Select ☑ *I do not own any real estate* and skip to *Section 4a. Loan and Property Information* if you do not own real property and are not obligated on a mortgage.	
Property Value	Provide an estimate of the current property value. You may also obtain the value from your lender, an appraisal, or a valid property valuation source.
Status	▪ Enter *Sold* if you recently sold the property. ▪ Enter *Pending Sale* if the property is currently under contract for sale and you plan to sell it before you close on this mortgage loan. ▪ Enter *Retained* if: ▫ the subject loan is a refinance, ▫ you will continue to own the property after this mortgage loan closes (for example, if the property is a vacation home or investment property that is not the subject of the mortgage loan), OR ▫ the property is currently listed for sale but is not under contract yet.
Intended Occupancy	If you will continue to own the property after closing, provide its intended use: ▪ Enter *Investment* if neither you nor any other Borrower on the subject transaction intends to occupy the property. ▪ Enter *Primary Residence* if ▫ you intend to occupy the property as your primary residence, OR ▫ the mortgage loan meets the requirements for Primary Residence eligibility. ▪ Enter *Second Home* if you or any Borrower intend to occupy the property but not as your primary residence (for example, as a vacation home). ▪ Enter *Other* if none of the other intended uses applies (for example, if the property is undeveloped land) or if you do not know if or how you will occupy the property.

3a. Property You Own	
Monthly Insurance, Taxes, Association Dues, etc.	▪ Enter the sum of any of these expenses that are *not* included in the amount entered for *Monthly Mortgage Payment* under *Mortgage Loans on this Property*. ▪ Association dues (condo, PUD, co-op fees, or special assessments) are not generally included in a monthly mortgage payment and therefore should be entered here.
Monthly Rental income	▪ If owned Retained property is a 2-4 unit primary residence or an investment property, enter the gross monthly rental income you receive from the property.
Net Monthly Rental Income	Your Lender will calculate *Net Monthly Rental Income* for qualification purposes for a 2-4 unit primary residence or an investment *Retained* property.
Mortgage Loans on this Property	
Select ☑ *Does not apply* and skip to *Section 4a. Loan and Property Information* if you are not obligated on a mortgage for this property.	
Account Number	Enter the account number unless your Lender directs you to enter an abbreviated account number for privacy purposes.
Monthly Mortgage Payment	Enter the mortgage payment amount. Include the cost of insurance and taxes in this amount if you did *not* enter them separately under *Monthly Insurance, Taxes, Association Dues, etc.*
Unpaid Balance *To be paid off at or before closing*	▪ Enter the balance due on the mortgage loan. You can obtain this amount from your credit report or other document, such as your mortgage statement ▪ Select ☑ *To be paid off at or before closing* for any mortgage loans that will be paid off at or before closing.
Type	Leave this field blank if you are unsure about the type of mortgage loan. Ask your Lender for assistance if necessary.
Credit Limit	Enter the maximum amount that you are permitted to borrow if you have a home equity line of credit on the property.

3b and 3c. IF APPLICABLE, Complete Information for **Additional Property**
▪ Complete these sections only if you own more than one property. Repeat this section for each property as needed. ▪ Select ☑ *Does not apply* and skip to *Section 4a. Loan and Property Information* if you do not own more than one property.

Section 4: Loan and Property Information

4a. Loan and Property Information	
Loan Amount	Enter the total loan amount you are applying for.
Loan Purpose	▪ Select ◉ *Purchase* if you are applying for a mortgage loan to buy the property; OR ▪ Select ◉ *Refinance* if you already own the property, even when there are no mortgages currently on the property (for example, if you own the property free and clear and intend to take out equity/cash); OR ▪ Select ◉ *Other* if the transaction is neither a purchase nor a refinance. Other loan purposes could be: ▫ a temporary construction loan that is not intended to serve as permanent financing, OR ▫ a new subordinate loan, the proceeds of which will not be used for a purchase or refinance transaction. **Note:** Ask your Lender if you are unsure which *Loan Purpose* to select.

4a. Loan and Property Information	
Unit #	Enter the property unit's identifier, if there is one. Include any unit number that is part of the legal property address (for example, "A", "1", "1A", or "123").
Property Value	Enter the current estimated value of the property. At loan closing, this is the property value used for loan qualification purposes, generally obtained from the appraisal report.
Occupancy	▪ Select ⦿ *Primary Residence* if: ▫ at least one Borrower applying for the loan intends to occupy the property as his or her primary residence, OR ▫ the mortgage loan meets the requirements for Primary Residence eligibility (for example, if you are a parent/legal guardian providing housing for your disabled adult child or children, or you are providing housing for your occupant parents that are unable to work or do not have sufficient income to qualify). ▪ Select ⦿ *Second Home* if you or any Borrower intends to occupy the property but not as your primary residence (for example, as a vacation home). ▪ Select ⦿ *Investment Property* if all Borrowers intend to own, but not occupy, the property.
FHA Secondary Residence	In addition to completing the Occupancy field, select ☑ *FHA Secondary Residence* if you are applying for an FHA loan that you or any Borrower will occupy in addition to the primary residence, but for less than six months of the year. This option does not refer to a vacation home.
Mixed-Use Property	A Mixed-Use Property is a property that has a business use in addition to a residential use. Neither retail space within a multi-unit property nor use of a room within the property as a home office are considered Mixed-Use Properties. If one or more Borrowers will occupy the property: ▪ Select ⦿ *YES* if you will operate a business within the property (for example, a daycare facility). ▪ Select ⦿ *NO* if you will not operate a business within the property. Otherwise, leave this blank.
Manufactured Home	▪ Select ⦿ *YES* if the dwelling was delivered to the property site on wheels and a permanent chassis. ▪ Otherwise, select ⦿ *NO*. **Note**: A modular home is not considered a Manufactured Home. Ask your Lender if you are unsure whether the property is a Manufactured Home.

4b. Other New Mortgage Loans on the Property You are Buying or Refinancing	
▪ Enter the details if you are applying for more than one new mortgage loan to purchase or refinance this property (for example, you are applying for a second mortgage at the same time as the first mortgage). ▪ Select ☑ *Does not apply* if you are applying for only one new mortgage loan. **Note:** Liens against properties you already own are entered in *Section 3: Financial Information – Real Estate*.	
Loan Amount/Amount to be Drawn	▪ Enter the loan amount if it is a closed-end loan (no additional funds can be drawn after closing) OR, ▪ Enter the amount you will draw (borrow) from a line of credit at closing.
Credit Limit	Enter the maximum amount that you are permitted to borrow if the loan is a line of credit.

4c. Rental Income on the Property You Want to Purchase	
Expected Monthly Rental Income	▪ Enter the estimated gross rental income (before expenses) you expect to receive on the property you are purchasing. ▪ Your Lender will calculate *Expected Net Rental Income*.

4c. Rental Income on the Property You Want to Purchase	
	▪ Select ☑ *Does not apply* if you are not purchasing property that will generate rental income. **Note:** Rental income earned from properties you already own is entered in *Section 3: Financial Information – Real Estate*.

4d. Gifts or Grants You Have Been Given or Will Receive for this Loan	
Enter the information, if applicable. Select ☑ *Does not apply* if you have not been given and will not receive gifts or grants for this loan.	
○ **Deposited** ○ **Not Deposited**	▪ Enter only for *Cash Gift* and *Grant*. ▪ Select ◉*Deposited* if ▫ you have received a cash gift or grant, AND ▫ you have deposited it in your account(s), AND ▫ it is included in the *Cash or Market Value* shown for the account in *Section 2a. Assets – Bank Accounts, Retirement, and Other Accounts You Have.* ▪ Do not select *Deposited* or *Not Deposited* for *Gift of Equity*.

Section 5: Declarations

5a. About this Property and Your Money for this Loan	
A. 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)?	These questions are asked to determine whether the Borrower is a first-time homebuyer. The first-time homebuyer designation is applicable only for primary residence purchases, but 5a.A must be completed for both purchases and refinances. ▪ If you answer "YES" to the first question, "Will you occupy the property as your primary residence?" you must answer the second question. ▪ If you answer "YES" to the second question, "have you had an ownership interest in another property in the last three years?) you must answer questions A (1) and A (2). ▪ If you answer "NO" to the first question, "Will you occupy the property as your primary residence?" continue on to question 5a.B.
C. 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?	This may include a rebate of realtor commission on or after closing or guaranteed cash payments from the seller.
D. 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?	You must disclose all applications for mortgage credit for another property made with another Lender or creditor during the mortgage process.
E. 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*)?	You must disclose if there are or will be any energy liens on the property you are purchasing or refinancing that you pay or will repay through your property taxes. (This question is not asking about standard real estate property taxes or homeowners' association liens.)

5b. About Your Finances	
F. Are you a co-signer or guarantor on any debt or loan that is not disclosed on this application?	A co-signer is jointly liable on any debt or loan; a guarantor is only liable if the primary Borrower cannot pay.
H. Are you currently delinquent or in default on a Federal debt?	You must disclose if you are delinquent or in default on any debt owed to the Federal government (for example, a Federally-backed student loan, FHA loan, USDA Rural Development loan, Veterans' Administration loan).
J. Have you conveyed title to any property in lieu of foreclosure in the past 7 years?	You must disclose if a property for which you were on title was conveyed through a deed in lieu of foreclosure in the past 7 years, even if you were not responsible for repayment of the mortgage loan.
M. Have you declared bankruptcy within the past 7 years?	▪ If you answer "YES," check the box next to each applicable bankruptcy type. ▪ IF you answer "NO," continue on to Section 6.

Section 6: Acknowledgments and Agreements

Acknowledgments and Agreements	
Ask your Lender if you have questions about the language in this section.	
Borrower Signature	Read this entire section and acknowledge you have read it and agree with its terms by signing your name.
Additional Borrower Signature	If the URLA is being used with the URLA-Additional Borrower, read this entire section and acknowledge you have read it and agree with its terms by signing your name.

Section 7: Military Service

Military Service of Borrower	
Military Service ○ NO ○ YES	Complete this section for all VA loans. This section is optional for all other loan types. ▪ If you answer "YES," check all boxes that apply to your service. ▪ If you are active duty, also provide the expiration date of your term of service. ▪ IF you answer "NO," continue on to Section 8.

Section 8: Demographic Information

Demographic Information of Borrower
Complete this section by either providing the demographic information or checking ☑*I do not wish to provide this information* for *Ethnicity*, *Sex*, and *Race*.

Section 9: Loan Originator Information

Loan Originator Information
This section is completed by your Lender and provides you with contact information for the organization and individual that originated the loan.

Uniform Residential Loan Application-Continuation Sheet

Continuation Sheet	
The URLA-Continuation Sheet is an optional form designed for use particularly when the URLA is being manually completed. Use the URLA–Continuation Sheet if more space is needed to complete either the URLA or URLA-Additional Borrower forms.	
Lender Loan No./Universal Loan Identifier and Agency Case No.	Enter the applicable loan number information in the Continuation Sheet header to link this form with the corresponding URLA and/or URLA-Additional Borrower forms.
Additional Information	Use this free form text block for additional rows of information that do not fit in the URLA or URLA-Additional Borrower tables, or for any other information related to the loan application.
Borrower Signature and Date	Sign the URLA-Continuation Sheet to acknowledge and agree that this supplemental information is accurate.
Additional Borrower Signature and Date	If the URLA is being used with the URLA-Additional Borrower, sign the URLA-Continuation Sheet to acknowledge and agree that this supplemental information is accurate.

Uniform Residential Loan Application-Unmarried Addendum

For Borrower Selecting the Unmarried Status	
This form is optional and is to be completed by the Lender for each Borrower with an unmarried status **only when**: ▪ A Borrower selected ⦿*Unmarried* for Marital Status on the URLA or URLA-Additional Borrower forms under *Section 1a. Personal Information*, AND ▪ The information collected is necessary to determine how State property laws directly or indirectly affecting creditworthiness apply, including ensuring clear title.	
Lender Loan No./Universal Loan Identifier and Agency Case No.	Enter the applicable loan number information in the header to link this form with the corresponding URLA components.
Borrower Name	Enter the name of the Borrower with the unmarried marital status.

Uniform Residential Loan Application – Lender Loan Information

The **Uniform Residential Loan Application – Lender Loan Information** is to be completed by the Lender and contains the following sections:

Section L1. **Property and Loan Information.** Collects community property state information, details about the transaction, refinance information, and energy improvement information.

Section L2. **Title Information.** Collects information about property ownership and how title is and will be held.

Section L3. **Mortgage Loan Information.** Collects loan terms, characteristics, and details about the proposed monthly payment.

Section L4. **Qualifying the Borrower – Minimum Required Funds or Cash Back.** Provides a high-level calculation of the funds due from or to the borrower(s), based upon total transaction costs, mortgage loan amount, and credits.

Completing the URLA – Lender Loan Information

The following tables provide guidance for certain fields on the URLA-Lender Loan Information form. Instructions are grouped by URLA section, and not every field is described. Instructions for self-explanatory fields (for example, Project Type and Lien Type) are not included.

L1. Property and Loan Information	
Transaction Detail	▪ Check ☑ *Conversion of Contract for Deed or Land Contract* when the mortgage loan proceeds will be used to pay off the balance due on a contract for deed or land contract, whether the loan is a purchase or refinance transaction. ▪ Check ☑ *Renovation* when the mortgage loan proceeds will be used to finance the cost of renovations to the property, and the value assigned to the renovations is included in the appraised value. ▪ Check ☑ *Construction-Conversion/Construction-to-Permanent* when the loan proceeds will be for the permanent financing on a newly constructed property. ▫ Select ⦿ *Single-Closing* or ⦿ *Two-Closing* to identify the type of transaction that will pay off the construction financing. ▫ Complete the *Construction/Improvement Costs, Lot Acquired Date,* and *Original Cost of Lot* as required by the Investor. (These fields only apply to *Construction-Conversion/Construction-to-Permanent;* they do not apply to the other check boxes in this section.*)*
Refinance Type	Identify the applicable *Refinance Type* based on the Investor, Guarantor, or Lender guidelines. This field may not apply if a *Refinance Program* is provided (for example, when *Interest Rate Reduction* is entered for a VA loan). ▪ Select ⦿ *No Cash Out* for FHA, Freddie Mac, or USDA-RD No Cash Out refinances. ▪ Select ⦿ *Limited Cash* Out for Fannie Mae Limited Cash Out refinances ▪ Select ⦿ *Cash Out* for Fannie Mae, FHA, Freddie Mac, or VA Cash Out refinances.
Refinance Program	Identify the applicable *Refinance Program* based on the Investor, Guarantor, or Lender guidelines. This field may not apply to all Investors (for example, *Refinance Program* selections should not be used for Fannie Mae loans). ▪ Select ⦿ *Full Documentation* only for FHA and USDA-RD loans ▪ Select ⦿ *Interest Rate Reduction* only for VA loans ▪ Select ⦿ *Streamlined without Appraisal* only for FHA and USDA-RD loans ▪ Select ⦿ *Other* and fill in the blank as required to describe refinance programs not listed above.
Energy Improvement	▪ Check ☑ *Mortgage loan will finance energy-related improvements* if the mortgage loan proceeds will be used to finance energy-related improvements, whether the *Loan Purpose* is *Purchase* or *Refinance*. ▪ Check ☑ *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)* if there is an energy lien on the property that the Borrower(s) are repaying through property taxes. (This option does not refer to standard real estate property taxes or homeowners' association liens on the property.)

L1. Property and Loan Information	
Project Type	▪ If the property is located in a project, check all boxes that apply. For example, ☑ Condominium or ☑ Cooperative may be selected along with ☑ Planned Unit Development (PUD). ▪ If the property is neither a Condominium, Cooperative, nor PUD, check ☑ *Property is not located in a project*.

L2. Title Information	
Manner in Which Title Will be Held	Before closing, the Lender should discuss with the Borrower(s) how they will hold title to the property.
Indian Country Land Tenure	A reservation is an area of land "reserved" by or for an Indian land, village, or tribe(s) to live on and use. There are three basic categories of land tenure in Indian Country – Fee Lands, Allotted Trust Lands, and Tribal Trust Lands. ▪ Select ⦿ *Fee Simple On a Reservation* if the land is held by an owner, whether Indian or non-Indian, with no restrictions. ▪ Select ⦿ *Individual Trust Land (Allotted/Restricted)* (also referred to as Allotted Trust Land) if the land is held in trust for the use of a tribe. The Federal government holds the title, and the individual (or heirs) holds the beneficial interest. Restricted fee land is land in which an individual Indian holds legal title, but with legal restrictions against alienation or encumbrance. ▪ Select ⦿ *Tribal Trust Land On a Reservation* if the land is held in trust by the United States government for the use of a tribe. The United States holds the legal title and the tribe holds the beneficial interest. Tribal trust land is held communally by the tribe and is managed by the tribal government. ▪ Select ⦿ *Tribal Trust Land Off Reservation* if the land was purchased by a tribe outside of its reservation boundaries and then converted to trust land through a regulated process with the Bureau of Indian Affairs. ▪ Select ⦿ *Alaska Native Corporation Land* if the land is owned by an Indian tribe and was conveyed by the United States to a Native Corporation pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.) or conveyed by the United States to a Native Corporation in exchange for such land.

L3. Mortgage Loan Information	
Terms of Loan	▪ *Note Rate* – Enter the interest rate stated on the note signed by the Borrower(s). For an Adjustable-Rate Mortgage, enter the initial interest rate. ▪ *Loan Term* – Enter the amortization term of the loan. For a balloon loan, enter the amortization term on which the payment is based.
Amortization Type	Select ⦿ *Adjustable Rate* if the mortgage loan has an interest rate that periodically adjusts based upon a specified term and external index.
Proposed Monthly Payment for Property	▪ *Subordinate Lien(s) (P&I)* - Enter the total of all required monthly payments associated with any subordinate lien on the property at closing as entered for *Monthly Mortgage Payment* under *Sections 3a. Property You Own* and/or *4b. Other New Mortgage Loans on the Property You are Buying or Refinancing*. ▪ *Supplemental Property Insurance* - Enter the total of the monthly payments for property insurance the Borrower(s) are required to obtain in addition to homeowner's insurance (for example, flood, earthquake, or other hazardous condition coverage). ▪ *Mortgage Insurance* - Enter the monthly payment for mortgage insurance (or mortgage insurance equivalent such as FHA MIP or RD guaranty).

L3. Mortgage Loan Information	
	▪ *Association/Project Dues (Condo, Co-Op, PUD, or special assessments)* - Enter the monthly cost of the: a) owners' association dues for properties in a condo or PUD project; b) co-op corporation fees that are the responsibility of the Borrower(s); or (c) any special assessment that is the responsibility of the Borrower(s). ▪ *Other* - Enter the total amount of other required expenses, such as the monthly cost of ground rent on a leasehold or a Community Land Trust property.

L4. Qualifying the Borrower – Minimum Required Funds or Cash Back	
A. Sales Contract Price	Enter the sales price stated in the sales contract. (Certain investors may have different requirements.) Note: This field may also be used for the cost of construction for certain *Construction Conversion*, *Construction–to-Permanent, or Manufactured Housing* transactions.
B. Improvements, Renovations and Repairs	Enter the cost of these items when included as part of the transaction per Investor requirements.
C. Land (if acquired separately)	Applicable only to certain *Construction Conversion*, *Construction–to-Permanent, or Manufactured Housing* transactions. Enter the cost or value of land (depending on investor requirements) that is not part of the sales contract price or included in the current indebtedness against the property. For example, when the Borrower(s) own or buy the land outside of the purchase price of the property in a: ▪ *Construction Conversion* or *Construction–to-Permanent* transaction where the Borrower purchases the land separately outside of the sales contract and the sales contract price reflects only the price of building the improvement, OR ▪ *Manufactured Housing* transaction where the Borrower owns the land and the sales contract price is to purchase only the manufactured home that is then permanently placed on the Borrower's land.
D. For Refinance: Balance of Mortgage Loans on the Property to be paid off in the Transaction	Enter the balance of the mortgage loan(s) on the subject property (See Table 3a. Property You Own) that will be paid off as part of the refinance transaction.
E. Credit Cards and Other Debts Paid Off	Enter the total debt (other than mortgage debt secured by the property) that is to be paid off at or before closing of the mortgage loan. Include the sum of the amounts entered in *Unpaid Balance* under *Section 2c. Liabilities—Credit Cards, Other Debts, and Leases that You Owe,* that have been checked as ☑ *To be paid off at or before closing*.
F. Borrower Closing Costs	Enter the amount of closing costs that are used in qualifying the Borrower(s) for both the subject loan and any concurrent subordinate financing, including: closing costs, prepaid items and initial escrow deposits, and the costs for private mortgage insurance (PMI) or equivalent (FHA Upfront Mortgage Insurance Premium (MIP), VA Funding Fee, and USDA-RD Guarantee Fee).
G. Discount Points	Enter the total of all discount points charged by the Lender.
I. Loan Amount	▪ *Loan Amount Excluding Financed Mortgage Insurance (or Mortgage Insurance Equivalent)* – Enter the base loan amount before the inclusion of financed private mortgage insurance or equivalent (FHA Upfront Mortgage Insurance Premium, VA Funding Fee, and USDA-RD Guarantee Fee). ▪ *Financed Mortgage Insurance (or Mortgage Insurance Equivalent) Amount* – Enter the amount of private mortgage insurance or equivalent (FHA Upfront Mortgage Insurance

L4. Qualifying the Borrower – Minimum Required Funds or Cash Back	
	Premium, VA Funding Fee, and USDA-RD Guarantee Fee) that will be included in the loan amount. ▪ *Loan Amount* - Enter the sum of the base loan amount plus the financed mortgage insurance in the right-hand column.
J. Other New Mortgage Loans on the Property	Enter the amount of any other new loans that will be obtained by the Borrower and secured by the property at the same time as the subject loan. (For example, if the Borrower is obtaining a new second mortgage in addition to the first mortgage (with the same or a different Lender), enter the amount of the new second mortgage here). **Note:** The amount entered here should be the same as the sum of the amounts entered for *Loan Amount/Amount to be Drawn* in *Section 4b. Other New Mortgage Loans on the Property You are Buying or Refinancing.*
L. Seller Credits	Enter the amount of Borrower(s) costs paid by the property seller.
M. Other Credits	Enter the sum of all purchase credits in addition to those itemized under *2b. Other Assets and Credits You Have*. **Note:** Add together all of the following that apply to the transaction: Borrower-paid fees (before closing), Builder/Developer credits, Earnest money, Employer affiliate credits, Employer-assisted housing, Lender credits, Lender affiliate credits, Lot equity, Real estate agent, Relocation funds, Rent credit, Sweat equity, Trade equity, and other credits that do not "fit" the listed options.

Revision History	
Date	**Description**
6/2021	**Various updates to make the forms easier to complete based on customer feedback after the implementation of the URLA on March 1, 2021.**
5/2020	Updated the URLA Instructions with the new URLA Effective date of 1/2021.
3/2020	Added "special assessments" to 3a. Monthly Insurance, Taxes, Association Dues, etc. and L3. Proposed Monthly Payment for Property and added "FHA" to L1. Refinance Program for Full Documentation and Streamlined without Appraisal
1/2020	▪ Removed, relocated , re-named and re-numbered sections to align with updates to the URLA. ▪ Explained *Intended Occupancy* new field in Sections 3.a, 3.b and 3.c. ▪ Explained new credit type *Employer Assistance* in Section 2b and updated Note in Section L4.
2/2019	▪ Added note to Section 1.a if the street address includes a unit number, enter it in the "Unit #" field ▪ Added note to Section 2.b that gifts are not entered in this section but in Section 4d ▪ Added guidance to L4.M Other Credits to include the sum of all purchase credits in addition to those itemized under 2b. Other Assets You Have. Provided examples of additional types of credits that should be included in this sum.
12/2018	▪ Updated the Header to read "Instructions for Completing the Uniform Residential Loan Application" ▪ Corrected the parenthesis in the Gross Monthly Income - Military Entitlements instruction ▪ Added guidance to L4.M Other Credits to include all purchase credit amounts itemized under 2b.

Revision History	
	▪ Corrected typographical, font, and highlight errors and variances from the URLA form so that the Instructions match the form (1d, 2b, 2c, 3a Mortgage Loans on this Property, 3a and 3c, 5a, 5aD1, 5aE, Section 6, Section 7, Unmarried Addendum, Energy Improvement. ▪ Lender was capitalized throughout the document where it was previously not capitalized