

CREDIT HISTORY WORKSHEET

Applicant: _____ Credit Score(s): High _____ Middle _____ Low _____
Co-Applicant: _____ Credit Score(s): High _____ Middle _____ Low _____

Section A – Reliability of Credit Score

Applicant

Co-Applicant

1. Does the applicant have at least 2 credit scores, and a minimum of 2 traditional trade lines on the Tri-Merge Credit Report (TMCR), which have been open and active for at least 12 months, within the last 24 months from the date of the credit report? (If Yes, the score is considered reliable, and you must list at least 2 of the trade lines for each applicant. If No, the score is considered unreliable and the Loan Originator must obtain nontraditional credit verifications.)

Applicant (A) / Co-Applicant (Co-A)	Account Name	Date Opened	Last Active

Section B – Housing Payment History

2. If the applicant's credit score is unreliable and/or is less than the acceptable score identified in Handbook-1-3550:
- A. Was Form RD 1944-60, Landlord's Verification, obtained from each landlord for the past 2 years?
 - B. Has the applicant had 2 or more rent or mortgage payments paid 30 days or more past due, within the last 2 years? (If Yes, address in Section G.)

Section C – Nontraditional / Alternative Credit

3. If the applicant does not use traditional credit, or has a limited credit history, does the applicant have a minimum of 3 credit sources (these can be a combination of traditional and nontraditional) which have been paid according to their terms for at least 12 months within the past 24 months from the date of the credit report? Note: only 2 sources are required if 1 of those is a verification of rent or mortgage payments. (If No, address in Section G.)

Applicant (A) / Co-Applicant (Co-A)	Account Name	Number of Yrs/Mo Open	Last Active

Section D – Additional Credit Checks**Applicant****Co-Applicant**

4. Are there any outstanding judgments against the applicant obtained by the United States in a Federal court (other than the United States tax court)? (If Yes, the applicant is not eligible for the program, this is statutory and cannot be waived. Address in Section G.)
5. Was the “SSN CROSS REFERENCE” checked in MortgageServ, and determined to be acceptable? (If No, address in Section G.)
6. Was the U.S. Department of the Treasury’s Do Not Pay portal checked, and determined to be acceptable? Note: If the applicant has a delinquent federal debt, only the Administrator may grant an exception. (If No, address in Section G.)
7. Did the U.S. Department of the Treasury’s Office of Foreign Assets Control (OFAC) report, as provided on the TMCR, result in a valid match? (If Yes, address in Section G; the applicant should be denied assistance and referred to the OFAC contact number for further information.)

Section E – Significant Delinquency (Any Yes must be addressed in Section G.)

8. Does the applicant have a significant delinquency?
 - a. Foreclosure completed within the last 36 months.
Date:
 - b. Deed-in-lieu of foreclosure completed within the last 36 months. Date:
 - c. Short sale completed within the last 36 months.
Date:
 - d. Mortgage charge-off completed within the last 36 months. Date:
 - e. Chapter 7 bankruptcy discharged less than 36 months prior to the application date. Discharge date:
 - f. Chapter 13 bankruptcy where the applicant has not successfully completed the debt restructuring plan or has not demonstrated a willingness to meet obligations when considering the last 12-month payments made under the restructuring plan. Date:
 - g. Agency debts that were debt settled within the past 36 months, or are being considered for debt settlement.
Date:

Section F – Other Indicators of Unacceptable Credit

(This section must be completed only if the credit score is unreliable, or less than the acceptable score identified in Handbook-1-3550. Any Yes must be addressed in Section G.)

9. Are there any installment accounts where the amount of the delinquency exceeded one installment for more than 30 days within the last 12 months?
10. Are there any revolving accounts where the payments were delinquent for more than 30 days on two or more occasions within a 12-month period?
11. Does the applicant’s credit history indicate any court created or affirmed obligations (judgments) caused by nonpayment that have been outstanding within the last 12 months, or are currently outstanding?
12. Does the applicant have an outstanding tax lien with no satisfactory arrangement for payment?
13. Are there any outstanding collection accounts with no satisfactory arrangements for payment (no matter what their age); or collection accounts that were paid in full within the last 6 months?
14. Has the applicant had any non-Agency debts written off within the last 36 months, unless the debt was paid in full at least 12 months ago?

Section G – Credit History Evaluation Address questions 1-14 as applicable; list names of any adverse accounts and include status of account, outstanding delinquency amount, etc.

Section H – Credit Exception (If credit is unacceptable, answer the questions below and give a brief explanation.)

- | | Applicant | Co-Applicant |
|---|--------------------------|--------------------------|
| a. Has the applicant provided documentation of extenuating circumstances that were beyond their control, and unlikely to reoccur? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Have the adverse circumstances been removed? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is the exception warranted? | <input type="checkbox"/> | <input type="checkbox"/> |

Please provide an explanation below:

Select exception type:

Section I – Summary evaluation of the applicant’s credit history.

- | | Applicant | Co-Applicant |
|--|--------------------------|--------------------------|
| Acceptable credit history | | |
| a. The applicant has no adverse credit history; and has demonstrated acceptable traditional or nontraditional credit history. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The applicant has an adverse credit history, but I have determined that the adverse accounts were beyond the applicant's control and unlikely to reoccur. An exception is warranted, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| Unacceptable credit history | | |
| a. The applicant has no traditional or nontraditional credit history. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The applicant shows a pattern of unacceptable credit handling, and an exception is not warranted. | <input type="checkbox"/> | <input type="checkbox"/> |

Provide a brief narrative to summarize your decision.
