

Ralph M. Perrey, Executive Director



**ORIGINATING AGENTS GUIDE  
REVISION 106**

December 1, 2015

**Remove and discard:**

**Replace with enclosed:**

Page 27 (January 2014)..... Page 27 (Revised 12/01/15)

**EFFECT OF CHANGE**

Effective immediately THDA applications must provide their most recent bank statement for each account when VOD is provided.



# **Originating Agents Guide**

JANUARY 2014

Latest Revision: 12/01/15

VOE form, answers to all questions contained on the standard VOE must be provided by the employer on employer letterhead. Verifications must indicate bonuses, next pay increase, overtime and scheduled number of work hours if paid by the hour. In addition, a copy of each Applicant's most recent pay stub is required (no more than 30 days old). This income verification and documentation is also required for a non-qualifying spouse and any other occupant of the property 18 years of age or older.

**B. Sole-Proprietorship Verifications**

Year-to-date P&L, Plus 1040's with Schedule C for a minimum of two tax years, and 24 months in business.

**C. Partnership Verifications**

Year-to-date P&L, Plus 1065's with Schedule K-1 and Schedule E, part II; Partnership returns with all schedules. Minimum two tax returns and 24 months in business.

**D. Limited Partnership Verifications**

1065, Schedule K-1 and Schedule E, part II; Partnership Return with schedules. Minimum two tax returns and 24 months in business.

**E. Subchapter S Corporation Verifications**

1120/1120S, Schedule K-1, Schedule E, part II, W-2 for Applicant. Minimum two tax returns and 24 months in business.

**F. Corporation Verifications**

Provide if Applicant owns or controls 25% or more of the stock. Corporation Return, Form 1120 and Schedule L (if applicable); W-2 for Applicant. Minimum two tax returns and 24 months in business.

**G. Deposit Verifications**

Verification of Deposit (VOD) and Borrower's most recent statement for each account or alternative documentation, Borrower's bank statements for the previous two months for each account.

**H. Veteran Status**

Veterans applying for the exemption to the three year requirement must provide a copy of VA Form DD-214 or VA Form DD-4 (Enlistment/Re-enlistment Document).

**I. FHA 203(h) Proof of Permanent Residence**

The victim/borrower's previous permanent rental residence must have been in the disaster area and must have been destroyed or damaged to such an extent that reconstruction or replacement is necessary. The victim/borrower must provide conclusive proof of permanent residence with one of the following:

- Valid driver's license
- Voter registration card
- Utility bills

**J. FHA 203(h) Proof of Destruction of Residence**

The victim/borrower's previous permanent rental residence must have been in the disaster area and must have been destroyed or damaged to such an extent that reconstruction or replacement is necessary. The victim/borrower must provide proof of destruction with one of the following:

- An insurance report
- An inspection report by an independent fee inspector or government agency (FEMA)
- Conclusive photographic evidence showing the destruction or damage