



Last Reviewed: 04/15/2024



UHMGo! 1003 Data Entry Review COMMON AREAS FOR CORRECTION for Successful AUS Findings



Validate 1003

Initial Pricing

Credit / AUS

Final Pricing

Register Loan

Borrowers: UHMGO Test

ADD

DELETE

SAVE

VALIDATE



Loan & Property



Borrower Information



Assets & Liabilities



Real Estate



Declarations



Demographic Information



Loan Originator Information



Lender Loan Information



UHMGo! 1003 Data Entry Review

COMMON AREAS FOR CORRECTION

Tab by Tab Review: After MISMO 3.4 Import or Manual Entry

- Clear incomplete fields indicated by warning icon  ! VIEW FIELD
- Avoid AUS errors BEFORE Registration/Submission/Lock
- Accurate entries ensure cleaner files for underwriting review

UNIONHOME
MORTGAGE

UHMGO!

Loan & Property Tab

Subject Property Details

In addition to the loan purpose details, this tab is where you can add the following:

- **1** - Add this field only when utilizing a new, concurring **2nd** subject property loan.
- **2** - Add this field when including **gift** funds (Gift Funds are not to be entered on the Assets Tab.)

Other New Mortgage Loans on the Property You Are Buying or Refinancing **1**

Creditor Name:

Lien Type: First Lien
 Other
 Second Lien

Monthly Payment:

Loan Amount / Amount to be Drawn(NoteAmount):

Loan Amount / Amount to be Drawn(HELOCBalanceAmount):

Credit Limit:

Is this a HELOC? NO Yes

Gifts or Grants You Have Been Given or Will Receive for This Loan **2**

Asset or Credit Type: Gift Of Cash
 Gift Of Property Equity
 Grant

Deposited: NO Yes

Source: -- Select --

Source(Other Description):

Cash or Market Value:

Common AUS errors for this tab are detailed on the next page

Loan & Property

Borrower Information

Assets & Liabilities

Real Estate

Declarations

Demographic Information

Loan Originator Information

Lender Loan Information

• Issue: Loan/Label Value Required

Loan Validation Error

Loan Application Data Errors

ERROR - LOAN / LABEL Value required (loan application could not be processed because no value provided).
Import Log

• LP's defined error message

- The system encountered the following errors while attempting to process your request.
- Lien Priority Type Other is not valid.(Error Code: DQE0039)
- HELOC Indicator is required if Loan Role Type is Related Loan.(Error Code: DQC0069)

• Issue: Subject Property/Census Tract Identifier

WARNING - SUBJECT_PROPERTY / CENSUS_TRACT_IDENTIFIER - 6 digits required and no spaces allowed
Credit Log

RESOLUTION: Edit the number to 6 digits with no spaces. Or delete the number altogether.
UHM generates this number in our internal system, so it is not required on the 1003.

FIPS State Identifier

FIPS County Identifier

Census Tract Identifier

MSA Identifier

RESOLUTION: Look at the bottom of the Loan & Property Information tab of the 1003 in the "Other New Mortgage" section. Is the information incomplete? This section is for other NEW mortgage loans on this property. It is not for the UHM mortgage for this loan. If this section was completed in error, delete the section by clicking on the minus sign on the right. If the information is correct because there truly is another new mortgage on this property, make sure that all the fields are completed.

Other New Mortgage Loans on the Property You Are Buying or Refinancing

Creditor Name

Lien Type First Lien Other Second Lien

Monthly Payment

Loan Amount / Amount to be Drawn(NoteAmount)

Loan Amount / Amount to be Drawn(HELOCBalanceAmount)

Credit Limit

Is this a HELOC? NO Yes

Affordable Loan Indicator? NO Yes

Payment Deferred First Five Years? NO Yes

Borrower Information Tab

Self Employment Income

Below is specific direction for entering SE Income:

- If Self Employment income is entered, DU will not pick up this amount unless the Base Income box has been activated
- A base income of \$1 must be added at this time

Current Employment/Self-Employment

Employer Name: My Company
 Employer Phone: (123) 456-7890
 Street: 123 abc
 Unit:
 City: Boise
 State: ID
 Zip: 44136
 Country:
 Position or Title: President
 Start Date: 04/08/2004

Employment Classification Type: Primary Secondary
 How long in this line of work? • Years: 15 Months: 0

I am employed by a family member, property seller, real estate agent, or other party to the transaction. NO Yes

I am a business owner or self-employed NO Yes

Ownership share in Business: Greater Than Or Equal To 25% Less Than 25%

Monthly Income (or Loss): 15000

Income from Foreign Source: NO Yes
 Seasonal Income: NO Yes
 Verification Provider: -- Select --
 Verification Reference Number:
 Verification Type: -- Select --

Income

Type of Income: Base
 Income Amount (Monthly Income): 1

Borrower Information Tab

Personal Information, Employment, Military Service Indicator, & Income

Below are typical areas that require attention:

- Choose Sharing Joint Credit, as needed, when you have multiple borrowers.
- Do not Include VOE Provider. Leave blank.
- Multiple Pensions need to be combined for URLA and AUS to calculate full amount.
- Do not include rental income on this tab. It belongs on the Real Estate Tab with the associated property.



Verification Provider

Verification Reference Number

Verification Type

Common AUS errors for this tab are detailed on the next 2 pages

COMMON AUS ERRORS

Loan & Property Borrower Information Assets & Liabilities Real Estate Declarations Demographic Information Loan Originator Information Lender Loan Information

Share Joint Credit with

• Issue: Account Number and/or Password are not recognized.

Credit Agency Error: 2 . The account number and/or password are not recognized. Verify the account number/password and resubmit. For support, contact 292-Accurate Financial Services.

RESOLUTION: This error can sometimes be caused when a joint credit report was pulled, but this wasn't indicated in the 1003. Go to the Primary Borrower's Borrower Information tab in the 1003 and then choose the Co-Borrower's name in the "Share Joint Credit with" box. Make sure the save the change by clicking on the "Save" button.

If this doesn't resolve the issue, double-check the account number and password to make sure they are accurate. Are you using the account number and password for the credit agency that was chosen in the Credit Report Agency dropdown? Make sure you are not using the Username and Password for DU. Is it possible that the password was recently changed by someone else in the office? If you are still getting this error message, call the credit agency for additional assistance.

NOTE: LP Does not require Credit Agency Username and Password to be entered, so if you have successful LP findings and unsuccessful DU findings, please verify that the Credit Agency Credentials entered are current.

• Issue: Relationship – For Roles Shares Joint Credit Report

Loan Application Data Errors

ERROR ->RELATIONSHIP - For ROLE_SharesJointCreditReportWith_ROLE relationship with labels BORROWER_2 and BORROWER_3, one or both labels were already used to relate borrowers
Import Log

RESOLUTION: Indicate the sharing of joint credit between two borrowers only once. For example, if Borrower 2 and Borrower 3 share joint credit, indicate this in the "Share Joint Credit With" field on Borrower 2's application tab. Do not indicate this on Borrower 3's tab as well.

• Issue: Borrower Information in the credit report does not match the information the credit agency

```

*****
                Credit Report Retrieval Log
                *****
Date: 05/20/2021 14:17:09.750
User: c1650t3p
Error: 111349
Credit Agency Error: 42. The borrower information in the credit report does not match the information the credit
                Credit Report Retrieval Log
  
```

RESOLUTION: This error can be caused when a joint credit report was pulled, but this isn't indicated in the 1003.

Go to the Primary Borrower's application in the 1003 and then choose the Co-Borrower's name in the "Share Joint Credit with" box. Make sure the save the change by clicking on the "Save" button. If this does not work, check to make sure that the borrower(s) names and Social Security Numbers match the credit report.

• Issue: Error preparing credit report request

2021-03-25 08:44:54

Error preparing credit report request

```

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Loan Application Data Warnings
Import Log
-----
Casefile Support Service Results File
-----
Command: CaseInit
UserID: c1650t3p
InstID: 616420
Date: 03/25/2021 11:44:53.619
-----
Case: 1536564398
Transaction ID: T100099-002
Control Number: 2000
-----
Dataset: 1003 Data
No Errors/Warnings detected
Dataset: Additional Case Data
No Errors/Warnings detected
Dataset: Product Data
No Errors/Warnings detected
-----
Processed Transaction successfully
-----
SBA_ERROR Information
-----
DODUWFM 1.0
Error 1: ID[0] Proc[30] Stat[4] Code[130705]
SBANF 1.3
Error 0: General failure
  
```

RESOLUTION: This general error is typically caused when a joint credit report was pulled, but this isn't indicated in the 1003. Choose the Co-Borrower's name in the "Share Joint Credit with" box. Make sure the save the change by clicking on the "Save" button

COMMON AUS ERRORS

- Loan & Property ✔
- Borrower Information ✔**
- Assets & Liabilities ✔
- Real Estate ✔
- Declarations ✔
- Demographic Information ✔
- Loan Originator Information ✔
- Lender Loan Information ✔

• Issue: Case is Ineligible because the co-borrowers are not married.

This case is ineligible because the co-borrowers are not married. There may be circumstances in the VA Handbook under which this loan may be approved.

RESOLUTION: This DU finding can occur on VA loans. Check to make sure that each borrower's marital status is marked as "Married"

Marital Status Married
 Separated
 Unmarried

Also, on the [Lender Loan Information tab](#), check that "Yes" is chosen in the "Co-Borrower Married to Primary Borrower" field.

Co-Borrower Married to Primary Borrower Yes

• Issue: Confirm the 1003 and credit report borrower data match, the Interview Date is correct and there is no (-) in the report ID

Error 111371
Error 111371: Confirm the 1003 and credit report borrower data match, the Interview Date is correct, and there is no (-)

RESOLUTION: Make sure that the name and social security number for each borrower matches what is listed on the credit report, ensure that the Interview Date on the [Loan Originator Information tab](#) is correct and that it is not a future date, and make sure that there are no hyphens in the Credit Report Case ID that you enter on the Credit/AUS tab.

• Issue: Income/Income Type – Base requires associated Employment

```
-----
Loan Application Data Warnings
-----
WARNING - INCOME / INCOME_TYPE - Base requires associated Employment (CURRENT_INCOME_ITEM_1 container dropped).
Import Log
-----
```

RESOLUTION: Go to the Current Employment/Self Employment section on the Borrower Information tab of the 1003. Is there information in that section? If there is "Base" income listed in the Income section, the employer where that income is earned has to be listed.

• Issue: Relationship - For Underwriting Verification

```
-----
Loan Application Data Errors
-----
ERROR -?RELATIONSHIP ? For UNDERWRITING_VERIFICATION_IsAssociatedWith_ROLE relationship, from LABEL VERIFICATION_
Import Log
-----
```

RESOLUTION: Go to the Current Employment/Self Employment section on the Borrower Information tab in the 1003. If there is information in the fields below, please delete them.

Verification Provider FannieMaeQA
Verification Reference Number 123456
Verification Type VOD

• LP's defined error message

DQC0505	To determine the loan limits, Area Median Income for the borrower State Code must be provided.
DQC0505	To determine the loan limits, Area Median Income for the borrower State Code must be provided.

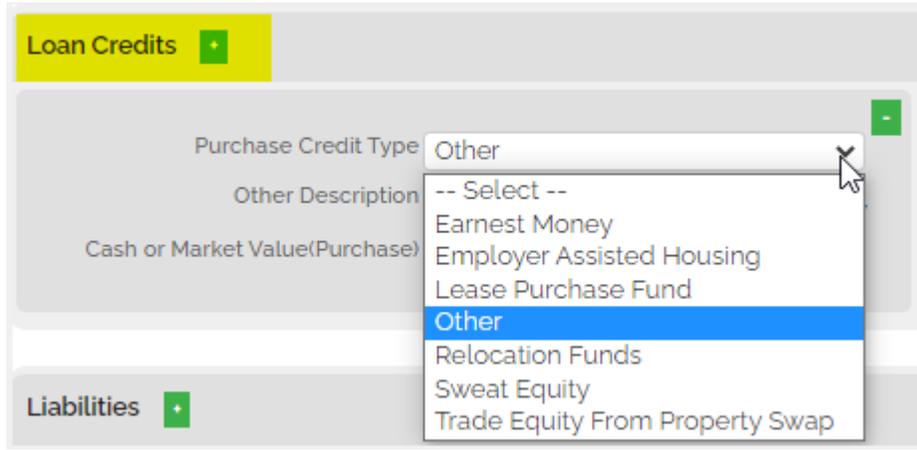
RESOLUTION: Go to the Mailing address section on the Borrower Information tab in the 1003 for each borrower. Be sure the State has a selection from the available dropdown.

Assets & Liabilities Tab

Enter accurate account details

Below are typical areas that require attention:

- So that AUS will pick up the correct payoffs for a refinance:
 If a liability will be paid with the funds from THIS NEW loan, then mark as Paid at Close, but do not omit.
 If a liability will be paid prior to close, then mark as omit ONLY, NOT paid at close.
- Be sure Mortgages are removed from this tab, and only entered on the Real Estate tab associated with the correct property.
- If joint credit, associate the assets and debts with the correct borrower(s), as indicated on the credit report.
- If AUS indicates not enough funds available to close, be sure there are enough liquid assets entered.
- See images to the right for specialized Asset and Credit options found on this tab.



Real Estate Tab

For all REO Properties & their associated Mortgages

Below are typical areas that require attention:

- Only one property address can be intended as Primary
- If joint ownership, the subject property should only be entered on the primary borrower's application, and the mortgage marked as associated with the additional borrower(s).
- If occupancy is investment, and rent is being used to qualify for this loan, be sure to enter the Monthly Rental Income details for AUS consideration.
- If a mortgage will be paid off with the funds from THIS NEW loan, then mark as Paid at Close, but do NOT omit.

Intended Occupancy

Monthly Insurance, Taxes, Association Dues, etc.

Monthly Rental Income

Net Monthly Rental Income

Total Amount of all Mortgages and Liens on Property

Mortgages +

Associated with borrower Alice Test

Does liability payment includes taxes and insurance? NO Yes

Creditor Name

Account Number

Liability Type HELOC Mortgage Loan

Monthly Mortgage Payment

Unpaid Balance

Type FHA Non-FHA

To be paid off at or before closing NO Yes

Credit Limit

Omit from liabilities calculation NO Yes

Common AUS errors for this tab are detailed on the next 2 pages

Loan & Property

Borrower Information

Assets & Liabilities

Real Estate

Declarations

Demographic Information

Loan Originator Information

Lender Loan Information

• Issue: Liability – Item labeled Liability X must have a Relationship to a borrower

Loan Application Data Errors

ERROR - LIABILITY - Item labeled 'LIABILITY_6' must have a RELATIONSHIP to a borrower
Import Log

RESOLUTION: Make sure that the box is checked for at least the borrower whose application you are on.

Associated with borrower Andy TestFHARefi Amy

• Issue: Borrower who owns a property in the Real Estate Owned section must also be the account owner of the liability matched to that property

The borrower who owns a property in the Real Estate Owned Section must also be the account owner of the liability matched to that property. Error

RESOLUTION: Go to the “Mortgages” section on the Real Estate tab in the 1003. Make sure that the box next to the name of the borrower whose page you are on is checked.

Mortgages

Associated with borrower Andy TestFHARefi Amy -

• Issue: At least one subject property indicator should be Yes.

At least one subject property indicator should be Yes.

RESOLUTION: Go to the “Property You Own” section on the Real Estate tab in the 1003. “Yes” needs to be marked for the Loan Subject Property.

Loan Subject Property NO Yes

• Issue: Multiple properties exist in the REO with an Indicator of Subject

Message	Severity	Code
Multiple properties exist in the REO with an indicator of SUBJECT. Underwriting Checklist	Error	118358
Multiple properties exist in the REO with an indicator of SUBJECT. Import Log	Error	118358

RESOLUTION: Look at each property listed in the REO section. Only one should be marked as the Subject property. Is there a co-borrower? Look at the REO section for the co-borrower. The Subject property should ONLY be listed in the Primary Borrower’s application. If it is listed in the Co-Borrower’s REO section, delete it from that section.

Loan & Property

Borrower Information

Assets & Liabilities

Real Estate

Declarations

Demographic Information

Loan Originator Information

Lender Loan Information

• Issue: Purpose Type is a Rate & Term Refinance, but the cash out is exceeding the limit of 2% of the Loan amount or \$2,000.

This case is ineligible because the amount of cash taken out of the subject property equity exceeds the limit of 2 percent of the loan amount or \$2000 for limited cash-out refinances.

Liability will be paid at closing? Yes No

Associated Property

Resubordinated? Yes No

Omitted? Yes No

Subject Property? Yes No

Rental Property? Yes No

RESOLUTION: Check the liabilities. Is the Subject Property marked as the Subject Property in the REO section? Is the corresponding mortgage liability marked as the Subject Property and is it also marked as being Paid at Closing?

Declarations Tab

Most information pulls over correctly from your LOS system. Below are typical areas that require attention:

- A Non-Occupying Homebuyer’s application will have A. marked as NO
- First Time Homebuyer indicator is a radio button on the Price/Lock Loan Tab. (Not within the URLA 1003 tabs.)

Currently, once the loan is registered these buttons are no longer editable. Contact UHMGosupport@uhm.com for manual adjustment.

A. Will you occupy the property as your primary residence? * No
 Unknown
 Yes

If YES, have you had an ownership interest in another property in the last three years? No
 Unknown
 Yes

Edit 1003
Credit / AUS
Fees / SSPL
Price/Lock Loan
Disclosure Submission

Price / Lock

Lock Status: Float Requested

Last Priced: 2022-01-31 14:24:38

Prog

Loan Scenario

Mortgage Information

Loan type * Conventional
 Loan purpose * Refinance
 Purpose of refinance * Rate/Term
 Lien position * First
 Doc type * Full Doc
 Loan term * 30 Year
 Amortization Fixed ARM
 Low-Mid FICO * 739
 Is there a Co-Borrower? No Yes
 DTI * 8.90
 Waive escrows No Yes
 Mtg insurance No Yes
First Time Homebuyer? No Yes
 Specialty Products N/A

Channel * Wholesale
 Comp source Lender Paid
 My comp plan: BP: 2,750
 Min: 1,500
 Max: 15,000
 Lender fee buyout * No Yes (Fee bought-out)
 Est. value * 650000
 Loan amount * 220000
 Subordinate financing 0
 LTV * 33.85
 CLTV 33.85

Property Information

Property zip * 88901
 Property state * NV
 Property city * The Lakes
 Property type * PUD
 Units * 1
 Occupancy type * Primary

Loan & Property

Borrower Information

Assets & Liabilities

Real Estate

Declarations

Demographic Information

Loan Originator Information

Lender Loan Information

Demographic Information Tab

Gender/Ethnicity/Race

Most information pulls over correctly from your LOS system. Please review for accuracy.

Demographic Information

Application Taken Via: Face To Face
 Fax
 Mail
 Telephone
 Internet

Ethnicity Hispanic or Latino
 Cuban
 Mexican
 Puerto Rican
 Other
 Not Hispanic or Latino
 I do not wish to furnish this information

Ethnicity Collected Based on Visual Observation or Surname Indicator: No Yes

Gender Male
 Female
 Both(Male & Female)
 I do not wish to furnish this information

Gender Collected Based on Visual Observation or Surname Indicator: No Yes

Race American Indian or Alaska Native
 Tribe name

Asian
 Asian Indian
 Chinese
 Filipino
 Japanese
 Korean
 Vietnamese
 Other Asian

Black or African American
 Native Hawaiian or Other Pacific Islander
 Native Hawaiian
 Guamanian or Chamorro
 Samoan
 Other Pacific Islander

White
 I do not wish to furnish this information

Race Collected Based on Visual Observation or Surname Indicator: No Yes

Loan Originator Information Tab Company Details and Application Date

Below are typical areas that require attention:

- Address line only allows for 25 characters to be entered on URLA
- Company and Loan Officer License Identifiers cannot have decimals, dashes or any other non-numeric character. Remove them and switch to Public State to eliminate a known field mapping issue with DU
- The application interview date should be accurate. Be prepared to deliver disclosures within 3 business days to remain in compliance.

Loan Originator Organization Name Paula Test Company

Street 1795 Rosebrook Drive

Unit#

City York

State Ohio

Zip 44136

Loan Originator company license Type Private Public State

State License Identifier 123456789

Loan Originator First Name Amanda

Loan Originator Middle Name

Loan Originator Last Name Scott

Loan Originator Name Suffix

Loan Originator license Type Private Public State

State License Identifier

Email

Phone (251) 281-0782

Application Interview Date 02/19/2022

Loan Originator EIN

Common AUS errors for this tab are detailed on the next page

Loan & Property ✓

Borrower Information ✓

Assets & Liabilities ✓

Real Estate ✓

Declarations ✓

Demographic Information ✓

Loan Originator Information ✓

Lender Loan Information ✓

- Issue: ADS Field is not recognized & • Issue: ADS field LoanOriginationCompanyID Is not numeric.

Message	Severity	Code
ADS field is not recognized. Import Log	Error	118903

Error: ADS field LoanOriginationCompanyID is not numeric.

RESOLUTION: Change the Loan Originator Company License Type to "Public State" and remove any punctuation from the State License Identifier, i.e, hyphens and periods. Do this for the Company State License Identifier and the LO State License Identifier.

Loan Originator license Type Private Public State

State License Identifier 12-3456

- Issue: Confirm the 1003 and credit report borrower data match, the Interview Date is correct and there is no (-)

Error 111371	Error 111371: Confirm the 1003 and credit report borrower data match, the Interview Date is correct, and there is no (-)
--------------	--

RESOLUTION: Ensure that the Interview Date is correct and that it is not a future date, and make sure that there are no hyphens in the Credit Report Case ID that you enter on the Credit/AUS tab.

Lender Loan Information Tab

Loan Type, Term and QM Management Title and Housing Expenses

Most information pulls over correctly from your LOS system.
Please review for accuracy.

Below are typical areas that require attention:

- See the next 2 pages for common AUS errors
- Land Cost fields are only filled out for new construction loans

Common AUS errors for this tab are detailed on the next 2 pages

Loan & Property ✓

Borrower Information ✓

Assets & Liabilities ✓

Real Estate ✓

Declarations ✓

Demographic Information ✓

Loan Originator Information ✓

Lender Loan Information ✓

• Issue: HMDA_HOEPSA Loan Status Indicator

```
Loan Application Data Errors
-----
ERROR - HMDA_HOEPSALoanStatusIndicator - Invalid Value/Data Type
Import Log
```

• LP's defined error message

- The system encountered the following errors while attempting to process your request.
- Correct errors and resubmit. Invalid XML file format. : line: 341, column: 50, message: cvc-complex-type.2.4.a: Invalid content was found starting with element '{http://www.mismo.org/residential/2009/schemas':HMDA_HOEPSALoanStatusIndicator}'. One of '{http://www.mismo.org/residential/2009/schemas':HMDAReportingCRAExemptionIndicator, 'http://www.mismo.org/residential/2009/schemas':HMDAReportingSmallPopulationIndicator, 'http://www.mismo.org/residential/2009/schemas':EXTENSION}' is expected. (Error Code: PLP0014)

RESOLUTION: Go to the "Mortgage Loan Information" section of the Lender Loan Information tab in the 1003. Is there a value in the HMDA Rate Spread field? If so, DELETE it.

HMDA Rate Spread

HMDA HOEPSA Status

• Issue: D. For Refinances: Balance of Mortgage Loans on the Property to be paid off is required.

RESOLUTION: Go to line D on the "Qualifying the Borrower" section of the Lender Loan Information tab in the 1003 and fill in the balance of all mortgage loans on this property that are being paid off in this transaction

D. For Refinances: Balance of Mortgage Loans on the Property to be paid off in the Transaction

• Issue: This loan is ineligible because the Financed Funding Fee amount may not exceed the Total Funding Fee amount.

RESOLUTION: This DU finding will occur if the Total Funding Fee calculated on the Pricing screen (Gross Loan Amount – Loan Amount) is lower than the Financed Mortgage Insurance Amount found on the Lender Loan Information tab. Change the Financed Mortgage Insurance Amount to equal the Total Funding Fee, click "Save" and then re-run DU.

UFMIP / VAFF / USDA Guaranty

Financed Mortgage Insurance Amount

• Issue: Positive Value in Cash to Borrower is required for Cash Out Refinance

RESOLUTION: Go to the "Qualifying the Borrower" section on the Lender Loan Information tab of the 1003. If there is a negative number in that field, make it a positive number by deleting the negative sign at the beginning of the number.

L. Seller Credits

Cash To the Borrower

Cash From the Borrower

Loan & Property ✓

Borrower Information ✓

Assets & Liabilities ✓

Real Estate ✓

Declarations ✓

Demographic Information ✓

Loan Originator Information ✓

Lender Loan Information ✓

• Issue: CONSTRUCTION – Invalid Value/Data Type

2022-01-07 12:28:52

Loan Validation Error

Loan Application Data Errors

ERROR - CONSTRUCTION - Invalid Value/Data Type < 0.00

Import Log

RESOLUTION: Go to the "Property and Loan Information" section on the Lender Loan Information tab of the 1003. The three fields are to be blank. These fields are for a construction loan details only.

Property and Loan Information

The property is in a community property state NO Yes

Construction-Conversion/Construction-to-Permanent NO Yes

Conversion of Contract for Deed or Land Contract NO Yes

Renovation NO Yes

Construction/Improvements Costs

Lot Acquired Date

Original Cost

Mortgage loan will finance energy-related improvements NO Yes

Property is currently subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through property taxes NO Yes

Property attachment type Attached Detached

Planned unit development NO Yes

Property in project NO Yes

FHA Lender Identifier



UNIONHOME

MORTGAGE

Need Assistance?

For technical assistance with UHMG0, please contact
uhmgosupport@uhm.com (8:00 am - 7:00 pm EST)
or call 844-399-9825 (9:00 am - 6:30 pm EST)

For all other assistance needs, please contact
your Account Executive or Partner Advocate