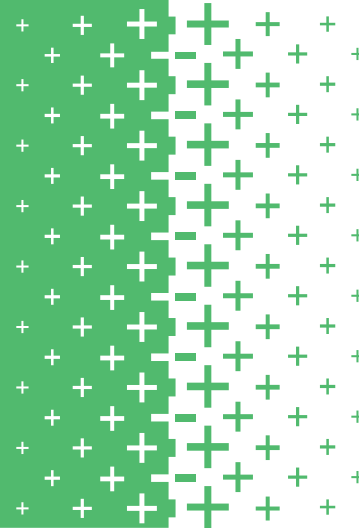


Submitting an Assumption Request

Your Guide to a Complete Submission



The review of assumption requests will begin upon receipt of the Assumption Request form and all required documentation as referenced on the form, if applicable. To avoid processing delays, please do not submit the Assumption Request until all required documents are available for submission with the initial request.

Here are some helpful tips:

- + Be certain to utilize the Assumption form located at <https://enactmi.com/mi-application-forms>
 - Complete the Enact Assumption Request form in its entirety.
 - Be certain to indicate the contact person's direct phone number, email address, sign and date the form.
 - Lender should follow the submission instructions on the Assumption Form based on the type of assumption request.
- + Complete the 1008 and URLA (Form 1003/65) in their entirety. Be certain to provide both the Borrower Information and Lender Loan Information pages.
 - Do the 1008 and URLA (Form 1003/65) have BOTH the Borrower Information and Lender Loan Information sections completed?
 - Are all fields legibly completed in entirety?
- + The lender must obtain a current credit report for each borrower. The credit report must be requested/pulled from at least 2 of the national credit repositories, data from 3 repositories is preferred.
 - Does the credit report provide Borrower credit scores from 2 or 3 repositories (Equifax, TransUnion and/or Experian)?
 - Does the credit report provide a minimum of 3 tradelines with a minimum of 12 months reporting history?
 - Does the subject mortgage report on the assuming borrower(s) credit report? If not, then a Standard Verification of Mortgage for the subject mortgage is required.
 - Has the borrower explained any credit late pays?
- + A fully executed notarized assumption agreement is required. If the borrower was assigned the subject via a divorce, then provide a complete copy of that divorce decree.
 - Is the assumption agreement notarized, signed and dated by all parties?
 - Does the divorce decree clearly state which party is being released?
 - Does the assumption agreement or divorce decree clearly state an equity buy out amount due?
- + Employment income documentation **must be current and unexpired** (not over 120 days old): Provide the most recent 2 years' W-2's and current YTD Paystub or current Standard Verification of Employment (VOE) covering a minimum of 2 years' employment/earnings.
 - Does the paystub or Standard VOE clearly identify the employer and the borrower?
 - Is the Standard VOE signed, dated by HR rep or equivalent?
 - Does the paystub show all of the YTD earnings?
 - Are all W-2's from the most recent 2 years of employment present?
 - Is the Base Pay and Bonus, Overtime and Commissioned income broken down on the VOE's?

Income from self-employment:

Copies of the most recent 2 years' personal and business tax returns.

- Are copies of all schedules, statements, K-1's provided?
- Does the borrower have W-2 income from self-employed business and if so, has that W-2 been provided?

If borrower is employed by family:

Two years' personal tax returns are required.

- + If Assets are required to cover an equalization payment due, fees for closing or payoff of debt, you will need to:
 - Provide 2 current consecutive bank statements or a Verification of Deposit.
 - Source any large deposit that exceeds 50% of the qualifying income.

Remember:

- + Always follow prudent underwriting standards — information must be consistent throughout the file.
- + Guidelines show minimum requirements — ask for more information if needed.
- + Address and document red flag concerns prior to submitting the file.

General Compliance Requirements

We will apply our current [Enact MI guidelines](#) and apply GSE guidelines when silent on an underwriting topic.

When adding a new borrower: must have a 2-year employment history and meet our credit requirement of 3 tradelines/credit references, open or closed that have been evaluated at least 12 months, as well as favorable credit history requirements.

The borrower must reside at the subject (for Primary residence transactions).

The maximum debt-to-income ratio permitted is 50.0%.

Proofread information provided and ensure all required documents are in the loan file.

Common Error Trends to Avoid

- + Income concerns: Current YTD earnings missing from paystubs – VOEs missing income breakdown if Base + OT, Commission or Bonus. Income from previous year missing. Provide an explanation for any job gaps in the past 2 years.
- + Previous WVOE: Required when multiple jobs in the past 2 years – missing breakdown of Base + OT, Commissions or Bonus income.
- + Documentation concerns – incomplete or expired income (over 120 days old), credit or asset documentation.

If you have questions, contact your Enact Regional Underwriter at AskRU@EnactMI.com or submit your question through [our Ask an RU form](#).

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