

Stacking Order for Assumption Appeals and VA Prior-Approval Requests

Assumption Appeal and Prior-Approval Package

Order	Document
1	Cover letter with holder and servicer names and VA ID numbers, a specific point of contact, email, and phone number
2	Evidence the loan is current or will be brought current through the assumption
3	Original note and all riders
4	Purchase/Assumption Contract or Divorce Decree
5	VA Form 26-8937 , <i>Verification of VA Benefits</i> (if applicable)
6	Uniform Residential Loan Application (URLA)
7	Loan Estimate
8	VA Form 26-8497 , <i>Request for Verification of Employment</i> , and all other verifications of income such as pay stubs and tax returns. Any income documentation obtained during processing should be provided in the loan file.
9	Credit Alert Verification Report System (CAIVRS): assumer and co-assumer
10	All credit reports obtained in connection with the loan and any related documentation such as explanations for adverse credit if required and credit report invoices
11	VA Form 26-8497a , <i>Request for Verification of Deposit</i> , and other related documents (Alternative documentation: certified true copies of last two bank statements)
12	For Automated Underwriting cases: Feedback Certificate and underwriter's certification (acceptable variations on the documentation required in items 17, 18, and 19 below, and the underwriter's certification, are explained in VA Pamphlet 26-7, Chapter 4 Topic 8)
13	VA Form 26-6393 , <i>Loan Analysis</i>
14	VA Form 26-0592 , <i>Counseling Checklist for Military Homebuyers</i> , if the assumer is on active duty. 38 C.F.R. 36.4340(f)(2)(iii)
15	VA Form 26-6381 (Sellers Document)
16	VA Form 26-6382 (Buyers Document)
17	[<i>If Substitution of Entitlement</i>] VA Form 26-8106
18	[<i>If Substitution of Entitlement</i>] VA Form 26-1880 selling and purchasing Veterans
19	[<i>Appeals only</i>] Notice of Adverse Action for disapproval, including evidence that the assumer and seller were provided with the required disapproval notifications
20	Other necessary documents (for example – but not limited to, Adjustable Rate Mortgage/Hybrid Adjustable Rate Mortgage Disclosure, power of attorney if used, lenders loan quality certification)

Assumption Appeal and Prior-Approval Closing Package

1	Quit Claim Deed or other recorded document with transfer of ownership with VA clause, or if not included, signed assumption agreement by all parties (seller, buyer, servicer/holder)
2	VA Funding Fee Receipt (screenshot from VA FFPS is acceptable)
3	Closing Disclosure Statement ¹ or ALTA statement if an investment transaction only
4	Agreement creating liability to holder and VA (fully executed)
5	Assignment of Escrow

¹12 CFR § 1024.5