
Instructions for the Uniform Residential Loan Application

The **Uniform Residential Loan Application** (URLA) contains the following sections:

Section 1. Borrower Information. Collects your personal information, income and employer.

Section 2. Financial Information – Assets and Liabilities. Collects information about your financial assets, personal financial obligations and debts you owe.

Section 3. Financial Information – Real Estate. Collects information about property you own along with debts and expenses related to the property.

Section 4. Loan and Property Information. Collects information about the loan purpose and the property you are buying or refinancing.

Section 5. Declarations. Asks specific questions about the property, how the property will be financed, and your past financial history.

Section 6. Acknowledgments and Agreements. Informs you of your legal obligations related to the mortgage application, and provides your acknowledgment that certain information will be obtained, used, and shared.

Section 7. Demographic Information. Requests information the Lender is required by law to ask you.

Section 8. Loan Originator Information. Provides you with information about the loan originator.

The **Uniform Residential Loan Application – Additional Borrower** contains the following sections that are described above:

Section 1. Borrower Information

Section 5. Declarations

Section 7. Demographic Information

Section 8. Loan Originator Information

The URLA and the URLA – Additional Borrower are used together, if needed, to collect information for two borrowers who have joint assets, liabilities, and/or real estate information. The URLA and URLA-Additional Borrower can also be used for Borrowers that do not have joint information, but wish to combine their information on the URLA for ease of use.

The following scenarios are examples of how to use the URLA and URLA-Additional Borrower:

- One Borrower --- Complete the URLA.
- Two Borrowers with joint financial information --- Complete the URLA plus the URLA-Additional Borrower. The assets, liabilities, and real estate for the additional Borrower are reported on the URLA.
- Two Borrowers with separate financial information --- Complete a separate URLA per Borrower.
- Three or more Borrowers --- Repeat the above scenarios starting with One Borrower, as applicable.

Note: Joint assets, liabilities, and real estate should be listed on only one application and not duplicated on more than one application.

The tables below provide information that may help Borrowers complete certain fields on the loan application. Not every field is described. Self-explanatory fields (For example, Name, Date of Birth, and Contact Information) are not included below.

Section 1: Borrower Information

1a. Personal Information	
Individual Credit	Select for a one Borrower application.
Joint Credit	Select for an application with two or more Borrowers.
Total Number of Borrowers	Enter the number of Borrowers completing the loan application(s) for this transaction (and who will also sign the note).
Dependents	Definition of dependents may vary by loan type. If unsure, ask your Lender to clarify.
Current Address Country	For non-US addresses, provide country (or province), as applicable.
Former Address Country	
Mailing Address Country	
No Primary Housing Expense	Select if Borrower(s) is not obligated to pay rent or does not own the primary residence. (For example, if Borrower(s) lives with relatives and is under no obligation to pay monthly rent). Do not select if Borrower(s) owns the primary residence free and clear. (For example, there is no mortgage loan on the property).
Military Service	Complete this information for all loan types.
1b. Current Employment/Self-Employment and Income	
Complete this section for each job, self-employment, or business you own and for which you receive income that you want considered in qualifying for this loan.	
Employer or Business Name	Identify Borrower employer. If Borrower owns a business, enter the name of the business. If Borrower is self-employed and does not operate under a business name, enter Borrower's name.
Phone	Enter the main phone number of the Borrower's employer. Do not enter a personal work phone number as it is reported under Contact Information in Section 1a.
Gross Monthly Income	Enter all income earned from the employer. If Borrower is self-employed or owns a business, enter the income in the "Monthly Income (or Loss)" field (not the Gross Monthly Income section).
Military Entitlements	Enter income received for Active, Reserve, or National Guard duty that is in addition to base pay (for example, Basic Allowance for Subsistence (BAS), Basic Allowance for Housing (BAH), and other military entitlements shown on the Leave and Earnings Statement(LES).
Other	Enter other monthly income earned from a job that is not otherwise specified. The "Other" income type is not common. Non-employment income is entered in Section 1e. Income from Other Sources.
Business Owner or Self-Employed Ownership Share	If Borrower owns the business, select the corresponding percentage of ownership.

Business Owner or Self-Employed Monthly Income (or Loss)	Enter the amount of income (or loss) earned from self-employment or ownership of a business. (A loss is entered as a negative number with a dash preceding the dollar amount.) Note: Lender should assist Borrower in the calculation of this income for qualifying purposes.
1c. Additional Employment	
Complete as applicable for any additional jobs or self-employment.	
1d. Previous Employment	
For periods of unemployment, Borrower may choose to describe the period of unemployment (for example, student or homemaker) for clarification purposes.	
1e. Income from Other Sources	
Enter income that is not received from current employment or self-employment that the Borrower would like considered in qualifying for this loan. If the source of income is not listed, Lender shall provide guidance.	

Section 2: Financial Information – Assets and Liabilities

2a. Assets	
Enter the current value of asset accounts. Include the amount of any cash gift or grant that has been received and deposited in the asset account balance (see Section 4d).	
2b. Other Assets	
Enter any other assets the Borrower(s) would like considered in qualifying for this loan.	
Sweat Equity	The value assigned to materials provided or labor performed on the property by Borrower(s) or on his/her behalf before closing.
Trade Equity	The value of equity assigned to Borrower(s) when property is traded with the seller as part of the transaction.
2c. Liabilities	
Enter all debts including those not listed on your credit report. Enter the details of personal debt obligations which the Borrower(s) currently owes or will owe before this mortgage loan closes. Include debt on which the payments are currently deferred. Do not include household expenses for phones, utilities, or insurance unless instructed by the Lender. Identify any personal debt obligations that will be paid off at or before closing, whether or not the payoff is a result of this loan application	
2d. Other Liabilities and Expenses	
For job-related expenses, consult the Lender on what expenses should be identified.	

Section 3: Financial Information – Real Estate

3a. Property You Own
This section applies to any property (including land) in which the Borrower(s) has an ownership interest and/or on which a mortgage exists. If the Borrower(s) is obligated on a mortgage, no matter what the Borrower's relationship is to the property— whether the property is owned jointly with someone else, property is owned by the individual Borrower, or is not on the title of the property — list the details of that property and the mortgage(s) on that property. Timeshares are generally not included unless the Borrower(s) is a titled owner of the property. If Borrower is refinancing a mortgage loan, list the property that is the subject of the refinance first.

Property Value	Provide an estimate of the current property value. When the property is the subject of the refinance, at time of closing, this is the property value used for underwriting purposes, generally obtained from the appraisal report.
Status	Specify the status of property the Borrower(s) owns: Sold – a recently sold property Pending Sale – a property currently under contract for sale Retained – a property the Borrower(s) will continue to own after this mortgage loan closes. Examples of the use of Retained: If the subject loan is a refinance, the status of the property is Retained. If the Borrower owns a vacation home or an investment property(s) in addition to the subject property, each additional property is also Retained.
Monthly Insurance, Taxes, Association Dues, etc.	Complete only if the amount of these expenses is not included in the Monthly Mortgage Payment (in a mortgage loan listed in the next section). Association Dues (condo, PUD, or co-op fees) are not generally included in the mortgage payment and must be entered here.
Monthly Rental Income	When the Borrower(s) owns an investment property, identify the gross Monthly Rental Income that is received from that property. The Lender will calculate Net Monthly Rental Income for qualification purposes.
Mortgage Loans on this Property	
Account Number	The Borrower(s) may choose to enter the last four digits of the account number unless the Lender directs the Borrower to enter the full account number.
Monthly Mortgage Payment	Enter the mortgage payment the Borrower(s) is obligated to pay. If insurance and taxes are not identified separately under Monthly Insurance, Taxes, Association Dues, etc., include their cost in this amount.
Unpaid Balance	Enter the balance due on the loan. This amount may be obtained from the credit report or other documentation, such as a payoff statement from the Lender. Identify any mortgage loans that will be paid off at or before closing.
Type	Leave blank if unsure of what Mortgage Type it may be. Lender will assist if necessary.
Credit Limit	If the Borrower(s) has an open-ended line of credit for a loan on the property, identify the maximum credit line. (For example, if the Borrower(s) has a home equity line of credit, enter the maximum amount that the Borrower is permitted to borrow).

Section 4: Loan and Property Information

4a. Loan and Property Information	
Loan Amount	The total amount the Borrower(s) intends to borrow.
Loan Purpose	Purchase – generally, a transaction where the Borrower(s) acquires ownership of the property. Refinance – generally, a transaction where the Borrower(s) already owns the property. Note: A refinance can include a transaction for which there are no mortgages currently on the property (For example, a property owned free and clear where the Borrower takes out equity/cash). Other – a transaction that is neither a purchase nor a refinance. Examples include a construction loan which is temporary in nature and is not intended to serve as permanent financing, or a new subordinate lien for which the proceeds will not be used for a purchase or refinance transaction. Note: The Lender can provide assistance in making the determination if unsure.

Property Value	At time of application, this is the estimated value of the property. At time of closing, this is the property value used for underwriting purposes, generally obtained from the appraisal report.
Unit #	When applicable, enter how the unit is identified, such as the unit number and/or letter. Include any unit number that is part of the legal property address, such as A, 1, 1A, or 123.
Occupancy	Specify the intended use of the property: Primary Residence – At least one Borrower intends to occupy the property as his or her primary residence or the loan meets the requirements for Primary Residence eligibility (parents/legal guardian providing housing for a disabled child or children providing housing for parents when the occupant adult child/parent is unable to work or does not have sufficient income to qualify). Second Home – The property will be occupied by a Borrower but not as the Borrower’s primary residence (For example, a vacation home). Investment Property – The property will be owned, but not occupied, by any Borrower on the loan application. FHA Secondary Residence – For FHA loans, this refers to a property that a Borrower occupies in addition to their principal residence, but for less than a majority of the calendar year. It does not apply to a vacation home.
Mixed-Use Property	Select “YES” if a business will operate within the property. A Mixed-Use Property is a property that has a business use in addition to a residential use. (For example, when a portion of the residence is used as a dental office). Retail space within a multi-unit property or a room in the property used as a home office are not considered Mixed-Use Properties.
Manufactured Home	Select “YES” if the home is delivered to the property site on wheels and a permanent chassis. A modular home is not considered a Manufactured Home. Lender can provide assistance to determine if the property is a Manufactured Home.
4b. Other New Mortgage Loans on the Property You are Buying or Refinancing	
If Borrower(s) is obtaining more than one new mortgage loan to purchase or refinance this property, enter it here.	
Loan Amount/Amount to be Drawn	If the loan is a line of credit and the Borrower(s) is drawing funds at closing from the line, enter that amount. If it is a closed-end loan (no additional funds can be drawn), enter the loan amount.
Credit Limit	If the loan is a line of credit, identify the maximum amount of credit that is available to borrow.
4c. Rental Income on the Property You Want to Purchase	
Identify the estimated gross rental income expected to be received on the property that is being purchased. The Lender will calculate the Expected Net Rental Income. Note: Rental income derived from properties that are currently owned should be entered in Section 3: Financial Information – Real Estate.	
4d. Gifts and Grants	
Indicate if the cash gift or grant has been deposited. If “Deposited” is selected, the gift or grant has been received and is reflected in the balance of one of the asset accounts disclosed on this application in Section 2a. Note: “Deposited” or “Not Deposited” only applies to Cash Gifts or Grants and does not apply to Gifts of Equity.	

Section 5: Declarations

5a. About the Property and Your Money for this Loan

C. Are you borrowing any money for this real estate transaction (e.g., money for your closing costs or down payment) or obtaining any money from another party, such as the seller or realtor that you have not yet disclosed on this loan application?

This may include a rebate of realtor commission on or after closing or guaranteed cash payments from the seller.

D. 1. Have you or will you be applying for a mortgage loan on another property (not the property securing this loan) on or before closing of this transaction that is not disclosed on this loan application?

All applications for credit that have been made with another Lender or creditor must be disclosed during the mortgage process.

E. Will this property be subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through your property taxes (e.g., the Property Assessed Clean Energy program)?

This question refers to energy liens on the property that is being purchased or refinanced. These types of liens are repaid through the property taxes paid (or to be paid) on the property. This question is not asking about standard real estate property taxes or homeowners' association liens.

5b. About Your Finances

F. Are you a co-signer or guarantor on any debt or loan that is not disclosed on this application?

A co-signor is jointly liable on any debt or loan; a guarantor is only liable if the primary Borrower cannot pay.

H. Are you currently delinquent or in default on a federal debt?

Federal debt refers to any debt owed to the federal government, such as a federally-backed student loan, FHA loan, USDA – RD loan, or a VA loan.

J. Have you conveyed title to any property in lieu of foreclosure in the past 7 years?

This is also called "deed in lieu of foreclosure". Select "Yes" if a property was foreclosed upon or conveyed through a deed in lieu of foreclosure, whether or not the Borrower was responsible for repayment of the mortgage loan including if Borrower's name exists on the title.

M. Have you declared bankruptcy within the past 7 years?

If yes, select each applicable bankruptcy type.

Section 6: Acknowledgments and Agreements

This section must be read in its entirety and acknowledged with the Borrower(s) signature(s). The Lender must answer any questions related to the language in this section.

Section 7: Demographic Information

This section must be completed by either providing the demographic information or by selecting "I do not wish to provide this information."

Section 8: Loan Originator Information

This section is completed by the Lender, and provides the contact information for the organization and individual that originated the loan.

Instructions for the Uniform Residential Loan Application – Lender Loan Information

L1. Property and Loan Information

Transaction Detail	
Conversion of Contract for Deed and Land Contract	Select when the mortgage loan is used to pay off the balance due on a contract for deed or land contract, whether the loan is structured as a purchase or refinance transaction.
Renovation	Select when the mortgage loan is used to finance the cost of renovation to the property, and the value assigned to the renovation is included as part of the appraised value.
Refinance Type	
No Cash Out Limited Cash Out Cash Out	Select the applicable refinance type based on the investor, guarantor, or Lender refinance type. For example: No Cash Out – FHA, Freddie Mac, USDA-RD Limited Cash Out – Fannie Mae Cash Out – Fannie Mae, FHA, Freddie Mac, VA Note: The Refinance Type may not apply if a Refinance Program is used. (For example, for a VA Interest Rate Reduction loan, a Refinance Type is not required).
Refinance Program	
Full Documentation Interest Rate Reduction Streamlined without Appraisal Other_____	Select the applicable refinance program based on the investor, guarantor, or Lender refinance type. For example: Full Documentation –USDA-RD Interest Rate Reduction –VA Streamlined without Appraisal –USDA-RD Other_____ Note: The Refinance Program may not apply if Refinance Type is used. (For example, Refinance Program is not applicable for Fannie Mae loans).
Energy Improvement	
Mortgage loan will finance energy-related improvements	Select when the mortgage loan is used to finance energy-related improvements, whether the loan is structured as a purchase or refinance transaction.
Property is currently subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid for by property taxes (e.g., the Property Assessed Clean Energy program).	This question refers to energy liens on the property the Borrower(s) is purchasing or refinancing. These types of liens are repaid through the property taxes the borrower pays (or will pay) on the property. This question is not asking about standard real estate property taxes or homeowners' association liens.

L2. Title Information

Manner in Which Title Will be Held
Lenders should discuss with the Borrower(s), before closing, how the Borrower will hold title.

Indian Country Land Tenure	
A reservation is an area of land "reserved" by or for an Indian land, village, or tribe (tribes) to live on and use. There are three basic categories of land tenure in Indian country – fee lands, allotted trust lands, and tribal trust lands.	
Fee Simple (On a Reservation)	Fee simple lands are held by an owner, whether Indian or non-Indian, with no restrictions.
Individual Trust Land (Allotted/Restricted)	Individual trust lands are also referred to as Allotted trust lands. These lands are held in trust for the use of individual Indians (or their heirs). The federal government holds the title, and the individual (or heirs) holds the beneficial interest. Restricted fee land is land in which an individual Indian holds legal title but with legal restrictions against alienation or encumbrance.
Tribal Trust Land (On a Reservation)	Tribal trust lands are held in trust by the United States government for the use of a tribe. The United States holds the legal title, and the tribe holds the beneficial interest. Tribal trust land is held communally by the tribe and is managed by the tribal government.
Tribal Trust Land(Off Reservation)	Tribal trust land off of a reservation is most commonly land purchased by a Tribe outside of its reservation boundaries that is then converted to trust land through a regulated process with the Bureau of Indian Affairs.
Alaska Native Corporation Land	This is land that is owned by an Indian tribe and was conveyed by the United States to a Native Corporation pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.) or that was conveyed by the United States to a Native Corporation in exchange for such land.

L3. Mortgage Loan Information

Terms of Loan	
Note Rate	The interest rate stated on the note signed by the Borrower(s). The initial interest rate for an ARM.
Loan Term	The amortization term of the loan. For a balloon, enter the amortization term on which the payment is based.
Amortization Type	
Adjustable Rate	A mortgage loan with an interest rate that periodically adjusts based upon a specified term and index.
Proposed Monthly Payment for Property	
Subordinate Lien(s)(P&I)	Include the total of all required monthly payments associated with any subordinate lien that will exist on the property. Include all liens that will be on the property at closing as entered in Sections 3a. Property You Own and/or 4b. Other New Mortgage Loans on the Property You are Buying or Refinancing.
Supplemental Property Insurance	Include the monthly cost of property insurance the Borrower(s) is required to obtain in addition to homeowner's insurance such as flood, earthquake, or other hazardous condition coverage.
Mortgage Insurance	Include the cost of mortgage insurance (or mortgage insurance equivalent such as FHA MIP or RD guaranty) that will be paid monthly, generally as part of the mortgage payment.
Association/Project Dues (Condo, Co-Op, PUD)	Include the monthly cost of owners' association dues for properties in a condo or PUD project or co-op corporation fees that are the responsibility of the Borrower(s).
Other	Include other required expenses, such as the monthly cost of ground rent on a leasehold or a Community Land Trust property.

L4. Qualifying the Borrower – Minimum Required Funds or Cash Back

DUE FROMBORROWER(S)	
A. Sales Contract Price	Enter the sales price identified in the sales contract.
B. Improvements, Renovations and Repairs	Enter the cost of these items when included as part of the transaction.
C. Land (if acquired separately)	Enter the cost or value of land (depending on investor requirements) that is not part of the sales contract price or included in the current indebtedness against the property. The Borrower(s) owns or buys the land outside of the purchase price of the property as in a: Construction Conversion or Construction-to-Permanent transaction where the Borrower purchases the land separately outside of the sales contract and the sales contract price reflects only the price of building the improvement. Manufactured Housing transaction where the Borrower owns the land and the sales contract price is to purchase only the manufactured home that is then permanently placed on the Borrower's land.
E. Credit Cards and Other Debts Paid Off	Enter the total amount of debt (other than mortgage debt secured by the property) that is paid off on or before closing of the mortgage loan. Include debts that are indicated "to be paid off at or before closing" in Section 2c. Liabilities.
F. Borrower Closing Costs	Enter the amount of closing costs that are used in qualifying the Borrower(s). The amount should include closing costs, prepaid items and initial escrow deposits. This amount also includes the upfront Mortgage Insurance Premium (FHA MIP), Funding Fee (VA), Guarantee Fee (USDA-RD), and costs for private mortgage insurance.
G. Discount Points	Enter the total of all discount points charged by the Lender.
TOTAL MORTGAGELOANS	
I. Loan Amount	Loan Amount Excluding Financed Mortgage Insurance (or Mortgage Insurance Equivalent): Enter the base loan amount before the inclusion of financed FHA UFMIP, Funding Fee, Guarantee Fee, or private mortgage insurance. Financed Mortgage Insurance (or Mortgage Insurance Equivalent) Amount: Enter the amount of the UFMIP, Funding Fee, Guarantee Fee, or private mortgage insurance that will be included in the loan amount. The dollar amount entered in the right-hand column is the total of the base loan amount plus the financed mortgage insurance.
J. Other New Mortgage Loans on the Property	Enter the amount of any other new loans that will be obtained on the property at the same time as the subject loan. (For example, if the Borrower is obtaining a new second mortgage in addition to the first mortgage (with the same or a different Lender), enter the amount of the new second mortgage here). Note: The amount entered here should be the same as the Loan Amount/Amount to be Drawn in 4b.
TOTALCREDITS	
L. Seller Credits	Enter the amount of Borrower(s) costs that are paid by the seller.
M. Other Credits	Enter other credits being used to qualify the Borrower, such as lease purchase funds, Lender credits, Borrower(s) paid fees, etc.

L5. Homeownership Education and Housing Counseling

This section collects information about homeownership education and housing counseling completed by the Borrower(s). For Borrower(s) that completed homeownership education and/or housing counseling in the past 12 months, Lender should indicate the Borrower name, what format it was in, who provided it, and completion date.