

# Verbal VOE for Self-Employment

**Requirements:** The lender must verify **the existence of the borrower's business** within 30 calendar days prior to the note date from a third party, such as a CPA, regulatory agency, or the applicable licensing bureau, if possible; **or** by verifying a phone listing and address for the borrower's business using a telephone book, the Internet, or directory assistance.

The lender must document the source of the information obtained and the name and title of the lender's employee who obtained the information.

<b>Date of Verification/ Supporting documentation:</b>	<b>Closing Date:</b>
<b>Borrower:</b>	<b>Business Name:</b>
<b>Source of third party confirmation that business is currently active as of the date listed above:</b>	
<input type="checkbox"/> Printout of valid, active business registration from regulatory website, or  <input type="checkbox"/> Printout confirming business license or certification from regulatory website, or  <input type="checkbox"/> Letter from certified public accountant (CPA) with verified history of involvement/tax preparation for business confirming most recent business correspondence and confirmation business remains active, or  <input type="checkbox"/> Printout of phone listing and address for business from telephone book, internet resource or directory assistance	
For businesses that do not have any of the above listed resources available for third party verification, the following alternative options or combination thereof <b>may</b> be deemed acceptable on a case by case basis to be determined by underwriter review:	
<input type="checkbox"/> Copies of current business account statements reflecting recent business-related deposits;  <input type="checkbox"/> Copy of existing insurance-related policy for business (hazard insurance for business property, E&O insurance, liability insurance, etc);  <input type="checkbox"/> Written confirmation from business-related clients verifying current/recent business relations;  <input type="checkbox"/> Current business rating printout from Better Business Bureau;  <input type="checkbox"/> Printout from business website on internet reflecting page is dated current with complete contact information for business.	
Other alternatives should be discussed in advance with underwriting to determine potential acceptability.	
<b>Employee:</b>	<b>Employee Title:</b>
<b>**Be sure to include printout(s) from internet website(s) to confirm your third party resource(s) if applicable!</b>	
<b>**This verification and supporting documentation MUST be dated within 30 calendar days prior to the note date. Once expired, a new VVOE and supporting documentation is required to meet the required time frame!</b>	