



Ordering an Asset Verification Report

Use these steps to include rent payment history in a DU submission with an asset report that contains 12 months of data.

Ordering the report

1. Enter the current rent payment amount in the loan application. Appears in “Section 1: Borrower Information” on the printed loan application.
2. Order an asset verification report that contains 12 months of data from an [authorized report supplier](#). Need help selecting a vendor? Check out the [Checklist for Vendor Selection & Set Up](#).
3. Submit the loan application to DU with the asset verification report **Reference ID**.
4. Review the DU Underwriting Findings report. Messages in the DU findings will give you details about one of the following scenarios:
 - a. **Success:** DU used rent payment information found on the asset verification report in the credit risk assessment.
 - b. **No Impact:** DU obtained the borrower’s rent payment history from the asset verification report, but the evaluation of the history did not impact the recommendation. For example, the casefile was already Approve/Eligible.
 - c. **Unsuccessful:** DU could not evaluate the borrower’s rent payment history using the asset verification report obtained for the reason provided.
5. Close the loan on or before the Close-by-Date, which can be found in the appropriate message in the DU Underwriting Findings report.

Pro tip: After **entering** the borrower’s rent amount into the loan application, you may submit the casefile to DU and look for a message that will indicate if rent payment history could positively affect DU’s assessment.