

# Calculating Income For Mortgage Underwriting Worksheet

## SuperQual™ Worksheet

<b>Step 2: Information Gathering</b> It is very important in this part of the process to make sure we are using accurate information to go forward. With that in mind, would you please authorize a credit check right now? This will allow us to continue to discuss your needs while we retrieve the credit history. I will fax/mail you an authorization (see reverse), but do I have your authorization to do this now? Y/N _____ If yes, mother's maiden name: _____				
		Don't focus on getting this information - focus on qualifying the borrower THEN go back for this...		
Borrower Prospect Name	_____	Social Sec. #	_____	
Coborrower	_____	Social Sec. #	_____	
Property/Mailing Address	_____			
Single Family/TH/Condo	_____	Phone (Home)	_____	
Current/Requested Loan Amount	_____	Phone (Work)	_____	
Value or Sales Price	_____	LTV	_____	
<b>1. PROPOSED MONTHLY PAYMENTS</b>		<b>2. TOTAL MONTHLY OBLIGATIONS</b>		
a.) First Mortgage P & I	\$ _____	a.) Housing Payment (#1g)	\$ _____	
b.) Second Mortgage P & I	\$ _____	b.) Other Mortgages (Rent Income- Payments = Negative)	\$ _____	
c.) Mo. Hazard Insurance	\$ _____	c.) Auto Loans	\$ _____	
d.) Mo. Real Estate Taxes	\$ _____	d.) Other Installment Loans	\$ _____	
e.) Condo/Association Fees	\$ _____	e.) Charge Card (5% of Balance)	\$ _____	
f.) Mortgage Insurance(PMI)	\$ _____	f.) Other Monthly Payments	\$ _____	
g.) TOTAL HOUSING PAYMENT	\$ _____	g.) TOTAL MONTHLY OBLIGATIONS	\$ _____	
<b>3. FRONT RATIO CALCULATION</b>		<b>4. BACK RATIO CALCULATION</b>		
( #1) Total Housing Payment divided by( #5) Total Income		( #2) Total monthly obligation divided by ( #5) total income		
%		%		
<b>5. MONTHLY INCOME</b>		<b>6. DOWN PAYMENT</b>		
	Borrower	Co-Borrower	a.) Down Payment	\$ _____
Base Income	\$ _____	\$ _____	b.) Closing Costs	\$ _____
Other Income	\$ _____	\$ _____	c.) Less Seller Contribution	\$ _____
Total Income	\$ _____	\$ _____	d.) Total Cash Required	\$ _____

**CALCULATING INCOME FOR MORTGAGE UNDERWRITING WORKSHEET** IS A CRUCIAL STEP IN THE MORTGAGE APPLICATION PROCESS. ACCURATE INCOME ASSESSMENT HELPS LENDERS DETERMINE WHETHER A BORROWER CAN COMFORTABLY AFFORD MONTHLY MORTGAGE PAYMENTS AND MEET OTHER FINANCIAL OBLIGATIONS. THIS ARTICLE WILL DELVE INTO THE METHODS AND CONSIDERATIONS INVOLVED IN CALCULATING INCOME FOR MORTGAGE UNDERWRITING, PROVIDING A COMPREHENSIVE GUIDE FOR BOTH BORROWERS AND LENDERS.

## UNDERSTANDING THE MORTGAGE UNDERWRITING PROCESS

MORTGAGE UNDERWRITING IS THE PROCESS BY WHICH A LENDER EVALUATES THE RISK OF LENDING MONEY TO A BORROWER. THIS PROCESS INVOLVES ANALYZING THE BORROWER'S FINANCIAL SITUATION, INCLUDING CREDIT HISTORY, DEBT-TO-INCOME RATIO, AND ASSETS. ONE OF THE MOST SIGNIFICANT COMPONENTS OF UNDERWRITING IS INCOME CALCULATION, WHICH DIRECTLY AFFECTS THE BORROWER'S ABILITY TO REPAY THE LOAN.

## THE IMPORTANCE OF ACCURATE INCOME CALCULATION

ACCURATE INCOME CALCULATION IS ESSENTIAL FOR SEVERAL REASONS:

1. **RISK ASSESSMENT:** LENDERS NEED TO ASSESS THE RISK ASSOCIATED WITH A LOAN. AN ACCURATE INCOME FIGURE HELPS IN DETERMINING THE BORROWER'S ABILITY TO REPAY THE MORTGAGE.
2. **LOAN AMOUNT DETERMINATION:** THE CALCULATED INCOME INFLUENCES HOW MUCH MONEY A LENDER IS WILLING TO LOAN.

HIGHER INCOMES MAY QUALIFY FOR LARGER LOANS.

3. **DEBT-TO-INCOME RATIO (DTI):** THIS RATIO IS A CRITICAL FACTOR IN MORTGAGE APPROVAL. DTI COMPARES A BORROWER'S MONTHLY DEBT PAYMENTS TO THEIR GROSS MONTHLY INCOME. AN ACCURATE INCOME FIGURE IS VITAL FOR CALCULATING DTI.

4. **REGULATORY COMPLIANCE:** LENDERS MUST COMPLY WITH VARIOUS REGULATIONS THAT REQUIRE A THOROUGH ASSESSMENT OF A BORROWER'S FINANCIAL SITUATION, INCLUDING INCOME VERIFICATION.

## TYPES OF INCOME TO CONSIDER

WHEN CALCULATING INCOME FOR A MORTGAGE UNDERWRITING WORKSHEET, IT IS ESSENTIAL TO CONSIDER VARIOUS SOURCES OF INCOME. EACH SOURCE MAY HAVE SPECIFIC DOCUMENTATION REQUIREMENTS AND METHODS OF CALCULATION.

### 1. SALARY AND WAGES

FOR SALARIED EMPLOYEES, THE MOST STRAIGHTFORWARD INCOME CALCULATION INVOLVES THEIR GROSS MONTHLY SALARY. HERE'S HOW TO CALCULATE IT:

- STEP 1: OBTAIN THE BORROWER'S ANNUAL SALARY.
- STEP 2: DIVIDE THE ANNUAL SALARY BY 12 TO GET THE GROSS MONTHLY INCOME.

FOR HOURLY EMPLOYEES, THE CALCULATION INVOLVES:

- STEP 1: DETERMINE THE AVERAGE NUMBER OF HOURS WORKED PER WEEK.
- STEP 2: MULTIPLY THE WEEKLY HOURS BY THE HOURLY WAGE.
- STEP 3: MULTIPLY THE WEEKLY INCOME BY 52 (WEEKS) AND THEN DIVIDE BY 12 TO FIND THE GROSS MONTHLY INCOME.

### 2. BONUSES AND COMMISSIONS

BONUSES AND COMMISSIONS ARE VARIABLE INCOME SOURCES THAT REQUIRE CAREFUL CONSIDERATION. LENDERS TYPICALLY LOOK AT THE AVERAGE OF THESE INCOMES OVER A SPECIFIED PERIOD.

- STEP 1: GATHER DOCUMENTATION FOR BONUSES AND COMMISSIONS OVER THE LAST TWO YEARS.
- STEP 2: CALCULATE THE AVERAGE MONTHLY AMOUNT.

IT IS CRUCIAL TO ENSURE CONSISTENCY IN EARNING BONUSES OR COMMISSIONS, AS LENDERS MAY REQUIRE EVIDENCE THAT THIS INCOME IS LIKELY TO CONTINUE.

### 3. OVERTIME PAY

OVERTIME PAY CAN SIGNIFICANTLY BOOST A BORROWER'S INCOME. TO INCLUDE OVERTIME IN THE INCOME CALCULATION:

- STEP 1: COLLECT DOCUMENTATION FOR OVERTIME HOURS WORKED OVER THE PAST TWO YEARS.
- STEP 2: CALCULATE THE AVERAGE MONTHLY OVERTIME INCOME.

CONSISTENT OVERTIME IS OFTEN REQUIRED TO QUALIFY THIS INCOME, AS LENDERS WANT ASSURANCE THAT IT WILL CONTINUE.

### 4. RENTAL INCOME

RENTAL INCOME FROM INVESTMENT PROPERTIES CAN ALSO CONTRIBUTE TO A BORROWER'S INCOME CALCULATION. HERE'S HOW TO ASSESS IT:

- STEP 1: GATHER RENTAL AGREEMENTS AND TAX RETURNS THAT REPORT RENTAL INCOME.
- STEP 2: CALCULATE THE GROSS RENTAL INCOME RECEIVED.
- STEP 3: SUBTRACT ANY ONGOING EXPENSES RELATED TO THE RENTAL PROPERTY (LIKE PROPERTY MANAGEMENT FEES, MAINTENANCE, AND TAXES) TO DETERMINE THE NET RENTAL INCOME.

LENDERS OFTEN APPLY A VACANCY FACTOR (USUALLY AROUND 25%) TO ACCOUNT FOR POTENTIAL PERIODS WITHOUT TENANTS.

## 5. SELF-EMPLOYMENT INCOME

CALCULATING INCOME FOR SELF-EMPLOYED INDIVIDUALS CAN BE MORE COMPLEX. LENDERS TYPICALLY REQUIRE:

- TWO YEARS OF PERSONAL AND BUSINESS TAX RETURNS.
- PROFIT AND LOSS STATEMENTS FOR THE CURRENT YEAR.

TO CALCULATE INCOME:

- STEP 1: AVERAGE THE NET INCOME REPORTED ON THE TAX RETURNS OVER TWO YEARS.
- STEP 2: IF APPLICABLE, ADD BACK NON-CASH DEDUCTIONS (LIKE DEPRECIATION) TO THE AVERAGE INCOME.

## 6. OTHER SOURCES OF INCOME

OTHER INCOME SOURCES MAY INCLUDE ALIMONY, CHILD SUPPORT, SOCIAL SECURITY BENEFITS, OR PENSION PAYMENTS. TO INCLUDE THESE IN THE CALCULATION, FOLLOW THESE STEPS:

- STEP 1: DOCUMENT THE INCOME SOURCE WITH COURT ORDERS, BENEFIT STATEMENTS, OR OTHER OFFICIAL DOCUMENTS.
- STEP 2: VERIFY THE AMOUNT AND ENSURE IT IS LIKELY TO CONTINUE FOR AT LEAST THREE YEARS.

## DOCUMENTING INCOME FOR UNDERWRITING

LENDERS REQUIRE DETAILED DOCUMENTATION TO VERIFY THE INCOME REPORTED BY BORROWERS. THE FOLLOWING DOCUMENTS ARE TYPICALLY NEEDED:

- PAY STUBS (LAST 30 DAYS)
- W-2 FORMS (LAST TWO YEARS)
- TAX RETURNS (LAST TWO YEARS)
- BANK STATEMENTS (LAST TWO MONTHS)
- PROFIT AND LOSS STATEMENTS (FOR SELF-EMPLOYED BORROWERS)
- RENTAL AGREEMENTS OR LEASES (FOR RENTAL INCOME)

IT'S IMPORTANT FOR BORROWERS TO ORGANIZE THEIR FINANCIAL DOCUMENTS TO EXPEDITE THE UNDERWRITING PROCESS.

# CALCULATING THE DEBT-TO-INCOME RATIO

ONCE INCOME HAS BEEN CALCULATED, THE NEXT STEP IS DETERMINING THE DEBT-TO-INCOME (DTI) RATIO. THIS RATIO HELPS LENDERS GAUGE A BORROWER'S ABILITY TO MANAGE MONTHLY PAYMENTS AND REPAY DEBTS.

## How to Calculate DTI

1. TOTAL MONTHLY DEBT PAYMENTS: ADD UP ALL MONTHLY DEBT OBLIGATIONS, INCLUDING:
  - MORTGAGE PAYMENT (PRINCIPAL, INTEREST, TAXES, INSURANCE)
  - CAR LOANS
  - STUDENT LOANS
  - CREDIT CARD PAYMENTS
  - ANY OTHER MONTHLY DEBTS
2. GROSS MONTHLY INCOME: USE THE TOTAL GROSS INCOME CALCULATED EARLIER.
3. DTI CALCULATION: DIVIDE THE TOTAL MONTHLY DEBT PAYMENTS BY THE GROSS MONTHLY INCOME AND MULTIPLY BY 100 TO GET THE PERCENTAGE.

$$\text{DTI} = \left( \frac{\text{Total Monthly Debt Payments}}{\text{Gross Monthly Income}} \right) \times 100$$

FOR EXAMPLE, IF A BORROWER HAS A TOTAL MONTHLY DEBT PAYMENT OF \$3,000 AND A GROSS MONTHLY INCOME OF \$6,000:

$$\text{DTI} = \left( \frac{3000}{6000} \right) \times 100 = 50\%$$

## DTI GUIDELINES

WHILE DTI GUIDELINES CAN VARY BY LENDER, A GENERAL RULE OF THUMB FOR CONVENTIONAL LOANS IS:

- FRONT-END DTI: SHOULD NOT EXCEED 28% (THE PERCENTAGE OF GROSS INCOME THAT GOES TOWARD HOUSING EXPENSES).
- BACK-END DTI: SHOULD NOT EXCEED 36% (THE PERCENTAGE OF GROSS INCOME THAT GOES TOWARD ALL MONTHLY DEBTS).

## CONCLUSION

CALCULATING INCOME FOR A MORTGAGE UNDERWRITING WORKSHEET IS A DETAILED PROCESS THAT REQUIRES CAREFUL CONSIDERATION OF VARIOUS INCOME SOURCES, DOCUMENTATION, AND ADHERENCE TO LENDER GUIDELINES. BOTH BORROWERS AND LENDERS MUST ENSURE THAT INCOME CALCULATIONS ARE ACCURATE TO FACILITATE A SMOOTH UNDERWRITING PROCESS AND ULTIMATELY SECURE A MORTGAGE. BY UNDERSTANDING THE COMPLEXITIES OF INCOME CALCULATION, BORROWERS CAN BETTER PREPARE THEMSELVES FOR THE MORTGAGE APPLICATION PROCESS, WHILE LENDERS CAN MAKE INFORMED DECISIONS THAT BALANCE RISK WITH OPPORTUNITY.

## FREQUENTLY ASKED QUESTIONS

### WHAT IS THE PURPOSE OF AN INCOME CALCULATION IN A MORTGAGE UNDERWRITING WORKSHEET?

THE PURPOSE OF AN INCOME CALCULATION IN A MORTGAGE UNDERWRITING WORKSHEET IS TO ASSESS A BORROWER'S ABILITY TO REPAY A MORTGAGE LOAN BY ANALYZING THEIR INCOME SOURCES, STABILITY, AND CONSISTENCY.

### WHAT TYPES OF INCOME SHOULD BE CONSIDERED WHEN CALCULATING TOTAL INCOME FOR MORTGAGE UNDERWRITING?

TYPES OF INCOME TO CONSIDER INCLUDE SALARY, WAGES, BONUSES, OVERTIME, COMMISSIONS, RENTAL INCOME, ALIMONY, CHILD SUPPORT, AND ANY ADDITIONAL SOURCES SUCH AS SELF-EMPLOYMENT INCOME OR INVESTMENT RETURNS.

### HOW DO UNDERWRITERS VERIFY SELF-EMPLOYMENT INCOME ON THE WORKSHEET?

UNDERWRITERS TYPICALLY VERIFY SELF-EMPLOYMENT INCOME BY REVIEWING TAX RETURNS, PROFIT AND LOSS STATEMENTS, BANK STATEMENTS, AND OTHER DOCUMENTATION THAT REFLECTS THE BUSINESS'S FINANCIAL HEALTH.

### WHAT IS THE DIFFERENCE BETWEEN GROSS INCOME AND NET INCOME IN MORTGAGE CALCULATIONS?

GROSS INCOME REFERS TO THE TOTAL EARNINGS BEFORE ANY DEDUCTIONS, WHILE NET INCOME IS THE AMOUNT REMAINING AFTER TAXES AND OTHER DEDUCTIONS ARE TAKEN OUT. MORTGAGE CALCULATIONS USUALLY CONSIDER GROSS INCOME.

### HOW MANY YEARS OF INCOME DOCUMENTATION IS TYPICALLY REQUIRED FOR MORTGAGE UNDERWRITING?

MOST MORTGAGE UNDERWRITERS REQUIRE AT LEAST TWO YEARS OF INCOME DOCUMENTATION, SUCH AS W-2 FORMS FOR SALARIED EMPLOYEES AND TAX RETURNS FOR SELF-EMPLOYED INDIVIDUALS.

### WHAT ROLE DO DEDUCTIONS PLAY IN CALCULATING INCOME FOR MORTGAGE UNDERWRITING?

DEDUCTIONS CAN IMPACT THE NET INCOME CALCULATION BUT TYPICALLY ARE NOT INCLUDED IN GROSS INCOME ASSESSMENTS FOR UNDERWRITING. UNDERWRITERS FOCUS ON GROSS INCOME TO DETERMINE BORROWING CAPACITY.

### CAN NON-TAXABLE INCOME BE INCLUDED IN THE INCOME CALCULATION FOR MORTGAGE UNDERWRITING?

YES, NON-TAXABLE INCOME, SUCH AS CERTAIN DISABILITY PAYMENTS OR CHILD SUPPORT, CAN BE INCLUDED IN THE INCOME CALCULATION, BUT IT MAY REQUIRE ADDITIONAL DOCUMENTATION TO PROVE ITS STABILITY.

### WHAT ARE COMMON ISSUES THAT CAN ARISE DURING INCOME CALCULATION FOR UNDERWRITING?

COMMON ISSUES INCLUDE DISCREPANCIES IN DOCUMENTATION, INCONSISTENT INCOME HISTORY, INADEQUATE PROOF OF ADDITIONAL INCOME SOURCES, OR FAILING TO ACCOUNT FOR RECENT CHANGES IN EMPLOYMENT.

### HOW DO UNDERWRITERS HANDLE FLUCTUATING INCOME IN THEIR CALCULATIONS?

UNDERWRITERS OFTEN AVERAGE FLUCTUATING INCOME OVER A SPECIFIED PERIOD, TYPICALLY THE LAST 24 MONTHS, TO ACCOUNT FOR VARIABILITY AND ENSURE A MORE ACCURATE ASSESSMENT OF THE BORROWER'S FINANCIAL STABILITY.

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### **7 Best Gas Leak Detectors of 2025 - Good Housekeeping**

Jul 18, 2025 · We tested and reviewed the best gas leak detectors for your home, that can sense carbon monoxide, natural gas, propane, butane and other flammable gases.

### **The 6 Best Gas Leak Detectors of 2025 - The Spruce**

Feb 26, 2025 · We researched gas leak detectors to find the best ones for explosive gases like propane and methane, along with carbon monoxide, since they can occur with a ...

### [Top 4 Best Gas Leak Detectors \(2025\) to Protect Your Home](#)

Apr 23, 2025 · Avoid gas leaks with our expert-reviewed best gas leak detectors for 2025—tested for safety and simplicity.

### [5 Best Gas Leak Detectors in 2025 - Comparison and Review](#)

Mar 10, 2025 · Gas leaks can be dangerous and even life-threatening, making a best gas leak detector an essential safety device for homes, businesses, and industrial settings. Whether ...

### **10 Best Gas Leak Detectors (Reviews) - Grand Goldman**

Identify hazardous leaks instantly with the best gas leak detector. Top sensors, alarm types & reliability for home or workplace safety.

### *How to force Docker for a clean build of an image*

Feb 24, 2016 · I have build a Docker image from a Docker file using the below command. \$ docker build -t u12\_core -f u12\_core . When I am trying to rebuild it with the same command, ...

### *Is there a tag to turn off caching in all browsers?*

The list is just examples of different techniques, it's not for direct insertion. If copied, the second would overwrite the first and the fourth would overwrite the third because of the http-equiv ...

### **http - What is the difference between no-cache and no-store in ...**

I don't find get the practical difference between Cache-Control:no-store and Cache-Control:no-cache. As far as I know, no-store means that no cache device is allowed to cache that ...

### **What is pip's `--no-cache-dir` good for? - Stack Overflow**

From fastapi official doc The --no-cache-dir option tells pip to not save the downloaded packages locally, as that is only if pip was going to be run again to install the same packages, but that's ...

### *Alpine Dockerfile advantages of --no-cache vs. rm /var/cache/apk/\**

When creating Dockerfiles using an Alpine image, I have often seen the use of either apk add --no-cache, or apk add followed by an rm /var/cache/apk/\* statement. I am curious to know ...

*Docker compose up --force-recreate --build uses caching but I ...*

Dec 3, 2019 · I have the following command to force recreate all my containers: docker-compose up -force-recreate --build However, I still see the following lines\*: Step 6/10 : RUN cp ...

### **Disable cache for specific RUN commands - Stack Overflow**

Feb 2, 2016 · I have a few RUN commands in my Dockerfile that I would like to run with -no-cache each time I build a Docker image. I understand the docker build --no-cache will disable ...

*How to set HTTP headers (for cache-control)? - Stack Overflow*

Dec 19, 2010 · @FélixGagnon-Grenier "The http-equiv attribute is an enumerated attribute" means it allows only values in the table in the spec. It even calls out caching in the later ...

How to send Cache-Control: no-cache in HTTP Response header?

Aug 30, 2011 · Net 4 and C#. I would need set send to Browser Cache-Control (Cache-Control: no-cache) in the HTTP Response header for a Web Form page. Any idea how to do it? ...

How to disable webpage caching in ExpressJS + NodeJS?

By default, my browser caches webpages of my ExpressJS app. This is causing a problem to my login system (users not logged in can open old cached pages of logged in users). How do I ...

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