

BASIC DOCUMENTATION	
Initial Application (1003) Completed	Signed by borrower(s) and/or LO signature <i>(Will stip for if any signatures are missing)</i> Marital status Borrower(s) email address Complete Employer information Declarations REO Schedule Down payment and Closing Cost funds Demographic Addendum 26-1802a <i>(VA)</i> 92900a <i>(FHA)</i>
Lender Disclosed – Disclosures	4506T Signed <i>(Not applicable if program doesn't require tax returns)</i> Anti-Steering Disclosure Signed Credit Authorization Signed Settlement Service Provider List <i>(SSPL)</i> Any additional Broker issued State-Specific Disclosures
Broker Disclosed – Disclosures	12 Days Disclosure <i>(TX Cash Out loans)</i> 4506T Signed <i>(Not applicable if program doesn't require tax returns)</i> Affiliated Business Broker Disclosure <i>(If applicable)</i> Anti-Steering Disclosure Signed ARM Disclosure <i>(On ARM loans only)</i> Credit Authorization Signed Consumer Handbook on Adjustable Rate Disclosure <i>(CHARM – on Owner Occupied ARM Loans)</i> eSign Consent Cert <i>(Borrowers and LO signed if using eSignatures)</i> Home Counseling Form – with list of 10 agencies Initial Loan Estimate within 3 days of application <i>(Signed for CA Interest Only ARMs)</i> Rate Lock Disclosure <i>(If pre-locked)</i> Tangible Net Benefit Disclosure <i>(Colorado, Maryland, Massachusetts only)</i> Tool Kit <i>(Including Proof of Delivery or Acknowledgment of Receipt)</i> Any additional State-Specific Disclosures
AUS (Not applicable for FHA Streamline, VA IRRRL, and Non QM)	Full Doc - With finding of Accept or Approve/Eligible FHA or VA - With finding of Accept or Approve/Eligible or Refer/Eligible
Credit Report	Within 90 days If AUS is required, Credit report needs to be associated with DU/LP Non-Borrowing Spouse's Credit Report/Signed Credit Authorization <i>(FHA/Community States)</i>
Letter of Explanation	Re: Inquiries, derogatory issues, addresses and If Non QM need Cover letter outlining loan

CREDIT AND INCOME DOCUMENTATION	
Full Doc	Paystubs <i>(Most recent 30 days)</i> Tax Returns – 2 years <i>(Federal 1040's, 1120's, 1065's) Verified with Tax transcripts</i> W2's/1099s – 2 years SSI/Pension Award Letter <i>(If applicable)</i> <i>If AUS is required – refer to AUS Findings for documentation requirements</i>
1 Year Employment	Paystubs <i>(Most recent 30 days)</i> Tax Returns – 1 year <i>(1040, 1120, 1065) Verified with Tax transcripts</i> W2/1099 – 1 year
Bank Statement Program	Full 2 or 12 or 24 months of bank statements for each account <i>(All pages)</i> Self Employment Questionnaire
Asset Qualification	Full 6 months of bank statements for each account <i>(All pages)</i>
DSCR	Market Rental Surveys Lease Agreements
Other Real Estate Owned	Documentation to confirm Ownership Mortgage Rating if not on Credit Report Insurance and Taxes <i>(N/A on DSCR)</i> HOA Documents <i>(If applicable)</i>
Divorce Decree	If liabilities exist or using for income

ASSET DOCUMENTATION	
Checking and Savings Account	Most recent consecutive 2 months <i>(All pages)</i> Source inconsistent large deposits <i>If AUS is required – refer to AUS Findings for documentation requirements</i>
Stocks, 401K and Retirement	Most recent consecutive 2 months or recent quarterly statement <i>(All pages)</i> Evidence of liquidation and withdrawal terms if using for downpayment or closing costs
Gift Funds	Gift letter Evidence of funds transfer and receipt prior to closing

PROPERTY DOCUMENTATION	
Escrow/Closing instructions	Amendments Copy of EMD receipt
Estimated Settlement Statement	
Preliminary Title Report	
CPL	
Purchase Agreement	And any counter and addendums If Close Date has passed or within a week – Extension required
HOA Package	HOA Cert/Questionnaire CC&R's <i>(If Full review required)</i> By Laws <i>(If Full review required)</i> Current Budget Insurance and Fidelity Bonds
Insurance	Hazard Insurance with NDM Loss Payee HO-6 Policy <i>(Condo)</i> Flood Insurance with NDM Loss Payee <i>(Need to be impounded if required)</i>
Appraisal	Color photos Invoice Rental Survey <i>(If applicable)</i> Operating Survey <i>(If applicable)</i> 442/1004D <i>(If applicable)</i>
Refinance Documents	Mortgage Statement Payoff Demand Copy of Note <i>(Streamline FHA and IRRRL)</i>