

Loan Officer	Phone	Email	NMLS
Processor	Phone	Email	NMLS
Borrower Name		Co-Borrower Name	

Loan Information

Transaction Type <input type="checkbox"/> Purchase <input type="checkbox"/> Refinance: <input type="checkbox"/> Cash out <input type="checkbox"/> Rate/Term	Program Type <input type="checkbox"/> Conforming <input type="checkbox"/> High Balance <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Streamline <input type="checkbox"/> IRRL <input type="checkbox"/> USDA <input type="checkbox"/> Jumbo <input type="checkbox"/> Non QM	Occupancy <input type="checkbox"/> Owner-Occupied <input type="checkbox"/> Second Home <input type="checkbox"/> Investment (NOO)	Fixed Term <input type="checkbox"/> 30/25/20 YR <input type="checkbox"/> 15 YR <input type="checkbox"/> 10 YR	ARM Type <input type="checkbox"/> 5/1 ARM <input type="checkbox"/> 7/1 ARM <input type="checkbox"/> 10/1 ARM
Property Type:	<input type="checkbox"/> SFR <input type="checkbox"/> Condo <input type="checkbox"/> PUD <input type="checkbox"/> Manufactured Home			
Compensation	<input type="checkbox"/> Lender Paid <input type="checkbox"/> Borrower Paid Amount: \$			
Processor Type	<input type="checkbox"/> 3 rd Party <input type="checkbox"/> In House (Only Allowed on Borrower Paid) Amount: \$			

REQUIRED DOCUMENTS FOR ALL LOANS

<input type="checkbox"/> Initial Application (1003) - Completed	<input type="checkbox"/> Marital Status <input type="checkbox"/> Declarations Complete <input type="checkbox"/> 92900a (FHA Addendum)	<input type="checkbox"/> Borrower(s) email address <input type="checkbox"/> REO Schedule Complete <input type="checkbox"/> 26-1802a (VA Addendum)	<input type="checkbox"/> Down Payment Funds <input type="checkbox"/> Closing Cost Funds
<input type="checkbox"/> Lender Disclosed Disclosures	<input type="checkbox"/> SSPL – Completed <input type="checkbox"/> Anti-Steering Form	<input type="checkbox"/> Borrower Authorization <input type="checkbox"/> Any additional Broker issued State-Specific Disclosures	<input type="checkbox"/> Fee Sheet
<input type="checkbox"/> Broker Disclosed Disclosures	<input type="checkbox"/> Initial LE within 3 days <input type="checkbox"/> Tool Kit (If applicable) <input type="checkbox"/> SSPL – Completed <input type="checkbox"/> Anti-Steering Form	<input type="checkbox"/> Charm Booklet (If applicable) <input type="checkbox"/> ARM Disclosure (If applicable) <input type="checkbox"/> Borrower Authorization <input type="checkbox"/> Any additional Broker issued State-Specific Disclosures	<input type="checkbox"/> 4506T (If applicable) <input type="checkbox"/> Home Counseling Form <input type="checkbox"/> Intent to Proceed
<input type="checkbox"/> R.E.O. Documents (If listed on 1003)	<input type="checkbox"/> Mortgage rating (If not reflected on credit report) <input type="checkbox"/> Proof of taxes	<input type="checkbox"/> Insurance <input type="checkbox"/> Association dues	
<input type="checkbox"/> Purchase Agreement	Purchase transaction (if applicable)		
<input type="checkbox"/> Closing Agent/Escrow Instructions			
<input type="checkbox"/> Preliminary Title Report	If East Coast, submission allowed without prelim		
<input type="checkbox"/> Hazard Insurance	For subject property		
<input type="checkbox"/> Letter of Explanation	Derogatory credit, inquiries		

FULL DOC – CONFORMING or FHA

<input type="checkbox"/> AUS	<input type="checkbox"/> Full Doc - With finding of Accept or Approve/Eligible <input type="checkbox"/> FHA - With finding of Accept or Approve/Eligible or Refer/Eligible
<input type="checkbox"/> Credit Report	Associated with DU and within 90 days
<input type="checkbox"/> Income Documentation	Indicated on AUS
<input type="checkbox"/> Asset Documentation	Indicated on AUS (2 months all pages)
<input type="checkbox"/> Gift Letter	If applicable

NON QM

<input type="checkbox"/> Full Doc (All required documentation)	Federal 1040's, 1120's, 1065's, W2's and paystubs (2 years)
<input type="checkbox"/> 1 Year Employment	Federal 1040's, 1120's, 1065's, W2's and paystubs (1 year)
<input type="checkbox"/> Bank Statement Program	Full 2 or 12 or 24 months of bank statements all pages
<input type="checkbox"/> Asset Qualification	Full 6 months of bank statements all pages
<input type="checkbox"/> DSCR	Market Rental Surveys and/or Lease agreements
<input type="checkbox"/> Self-Employment Questionnaire	Required at time of submission

VA

<input type="checkbox"/> Certificate of Eligibility	
<input type="checkbox"/> AUS	With finding of Accept or Approve/Eligible or Refer/Eligible
<input type="checkbox"/> Credit Report	Associated to DU and within 90 days
<input type="checkbox"/> Income Documentation	Indicated on AUS
<input type="checkbox"/> Asset Documentation	Indicated on AUS (2 months all pages)
<input type="checkbox"/> Gift Letter	If applicable
<input type="checkbox"/> Dependent Information	

STREAMLINE

<input type="checkbox"/> Note	Copy of current
<input type="checkbox"/> Prior FHA Case number	To ensure it has been 210 days and have correct months for refinance authorization

IRRRL:

<input type="checkbox"/> Close of Escrow	COE
<input type="checkbox"/> Payment Coupon and Note	
<input type="checkbox"/> First Payment made date	If seasoned less than 9 months