

Correspondent Setup - Submission Checklist

IMPORTANT - If any asterisk* items are missing at the time the loan is submitted to set-up, the file will be placed "ON HOLD" until the missing asterisk* items are received. Please be advised that those are not the minimum items for a loan submission.

Regulatory Compliance Documents

- *Correspondent Submission Form
- *Application 1003 (Signed and dated by borrower(s) and loan officer)
- *RESPA Compliant GFE (If application date is before 10/03/15) / LE (If application date is on or after 10/03/2015)
- *Truth in Lending disclosure and Itemization of amount financed (if application date is before 10/3/2015)
- *Written Provider Disclosure
- *Fees Worksheet
- *MI Quote
- *Compliance Checklist
- *Borrower intent to proceed
- *Affiliated Business Disclosure, If Applicable

CREDIT

- *AUS FINDINGS
- *Credit Report user name and password _____
- *Credit Report With Undisclosed Debt Acknowledgement
- Credit Explanation Letter (Must be signed by borrower)
- Divorce Decree/Separation Agreement
- Bankruptcy papers
- VOR/VOM (if applicable)
- Mortgage Payoffs (if applicable)
- Government issued photo ID and Social Security Card/ SSA-89 Form

INCOME

- *Paystub(s) with YTD income (at least 30 days of salaried borrower(s) being used to qualify)
- *Fully Executed 4506-T, If self employed 4506-T for business
- *W-2s (for wage earners)
- Tax Returns (Previous two years, if applicable)
- VOE(s)
- Self-employment documentation (K-1s, if applicable/ YTD profit & Loss statement)
- Social Security/ Retirement income documentation (award letters, 1099's, etc)
- Child Support (Provide 12 months history of receipt)
- Rental Income (Lease agreements/ 1040s with income shown on schedule E)

ASSETS

- *Bank Statements
- Retirement/Investment Account Statements with withdrawal terms
- Escrow Letter / Proof Earnest Money / Gift Letters
- Proof of Donor Ability to gift funds

Rate Information

- Borrower Rate/Float disclosure
- Optimal Blue Rate Lock Printout
- SMF Rate Lock Confirmation

Disclosures

- *Borrowers Certification and Authorization
- *E-Disclosure Authorization(s)
- *Fair Credit Reporting Act
- *Home Ownership and Equity Protection Act
- *Privacy Notice
- *ECOA
- *Patriot Act Information Disclosure
- *Housing Counseling
- *State Anti-Coersion
- *ARM Disclosures, if applicable
- *Credit Score Disclosure and Notice to Home Loan Applicant
- *LPMI Disclosure, if applicable
- *Transfer of servicing if application dated before 10/3/2015

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RHS

- *3555-21 FULLY COMPLETED WITH INCOME SECTION FULLY COMPLETED
- Lead Base Paint Disclosure (age≤1978)
- Seller Property Disclosure
- Proof of Property Eligibility
- Proof of Income for All Household Members over 18

FHA

- *FHA Case # Assignment
- *HUD/VA Addendum to URLA (92900-A pgs 1 and 2)
- Important Notice to Homebuyer
- Notice to Homebuyer (Assumption Notice)
- Informed Consumer Choice
- For Your Protection, Get a Home Inspection
- FHA Identity of Interest
- FHA Amendatory Clause
- FHA Real Estate Cert
- Lead base Paint Disclosure (age≤1978)
- Seller Property Disclosure
- Copy of Existing Note (Streamline Only)
- Net Tangible / Max Loan Amount Worksheet

VA

- *HUD/VA Addendum to URLA (1802A pg 1 and 2)
- *Certificate of Eligibility
- DD214 (Only if COE was not obtained electronically)
- *VA Case # assignment 1805
- Child Care and Nearest Relative
- VA Counseling Checklist
- VA Debt Questionnaire 26-0551
- VA Federal Collection Policy 26-0503
- VA Request for COE 26-1880
- VA Rights of Loan Borrower 26-8978
- VA Verification of Benefits 26-8937
- VA Amendatory Clause
- Lead Base Paint Disclosure (age≤1978)
- Seller Property Disclosure
- Termite
- Rate Reduction Cert (IRRL Only)
- Interest Rate and Discount Disclosure Sheet