



**Loan Originator Contact Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**May we contact borrowers for items needed / conditions**      **yes**      **no**

Borrower Name \_\_\_\_\_

Borrower E-Mail \_\_\_\_\_

Borrower Phone # \_\_\_\_\_

Co- Borrower Name \_\_\_\_\_

Co- Borrower E-Mail \_\_\_\_\_

Co- Borrower Phone # \_\_\_\_\_

**Appraisal ordered**

At Submission  
After Approval  
Payment Link to Borrower  
Credit Card Auth in File

**Locked at Submission**

At Submission  
After Approval  
Lock Days: \_\_\_\_\_

**Rate Lock and Terms**

Copy of Rate Sheet  
Terms: \_\_\_\_\_  
Discount / Credit \_\_\_\_\_

**Loan Information**

**Loan Details**

Lender: \_\_\_\_\_

Loan Amount: \_\_\_\_\_

Sales Price: \_\_\_\_\_

Value: \_\_\_\_\_

LTV: \_\_\_\_\_

Rate: \_\_\_\_\_

**Loan Program**

Fannie Mae  
Freddie Mac  
LP Home Possible  
DU Refi Plus  
FHA  
FHA Streamline  
USDA  
VA  
VA IRRRL  
Down Payment Assistance  
Non-QM  
Jumbo

**Property Type**

Single Family  
Planned Unit  
Condo  
Manufactured  
Multi # of Units \_\_\_\_\_

**Loan Product**

30 Year Fixed  
20 Yr Fixed  
15 Yr Fixed  
10 Yr Fixed  
5/1 ARM  
7/1 ARM

**MI (LTV>80%)**

Brwr Paid MI  
UFMIP / VAFF  
Lender Paid MI  
Financed  
Paid in Cash

**Loan Purpose**

Purchase  
Refi Rate/Term  
Refi Cash-Out

**Compensation**

Lender Paid % \_\_\_\_\_  
Borrower Paid \$ \_\_\_\_\_

**Impounds**

Yes  
No

**Occupancy**

Primary Residence  
Second Home  
Investment

**Subordination / UCC Termination**

2nd/HELOC  
PACE / HERO  
Other: \_\_\_\_\_

**Reimburse For:**

Credit Report  
Appraisal

**Processing Fee \$** \_\_\_\_\_

**Paid By:**      Borrower  
                         Loan Officer

### Escrow Information

Company: \_\_\_\_\_

Officer: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Is Escrow Opened      Yes      No      Estimated Close of Escrow: \_\_\_\_\_

#### Mandatory Checklist for all files

- PCF or Complete 3.2
- Copy of Current Drivers Licenses for all borrowers
- Credit Report Dated within 60 days
- Wet Signature Authorization -Dated on or Before Credit Pull
- 2 Months Most Recent Bank Statements - All Accounts all pages.
- If any of the above items are missing, Please explain why.

#### Refinance

- Most Recent Mortgage Statement
- Current Homeowners insurance Policy

#### Purchase

- Fully Executed Purchase Contract

#### VA

- DD214                      COE

#### Self Employed

- 2 Year Corp Tax Returns - Federal Only all Schedules
- 2 Years K1
- 2 Years Business License
- 2 Years Personal Federal Taxes - All Schedules
- YTD Profit an Loss - Signed and Dated

#### Wage Earners

- 30 Day Most Recent Paystubs
- 2 Years Federal Tax Returns - All Schedules
- 2 Years W2 (for all employers)

#### If using Bank statement for Income

- 12 Mo                      24 Mo

Notes: No income required for IRRRL or Streamline. If your file is FHA, VA or USDA (government loans) and your borrower is married, you must include a non-borrowing spouse credit report **and** wet signed authorization for the spouse. Please ensure date on auth are before or day of credit pull. **JOINT REPORTS WHEN NON-BORROWING SPOUSE IS NOT ON LOAN WILL NOT BE ACCEPTED.** They must separate credit reports!

Notes to Processor: