

Borrowers: _____ Loan Purpose: _____

Loan Number: _____ Loan Type: _____

Occupancy: _____

Initial Submission Checklist

- Complete Initial Documents
 - Complete application with 2-year work history with phone numbers and addresses
 - Signed disclosures
 - Application (1003)
 - Loan Estimate (LE)
 - Intent to Proceed (ITP)
 - 4506-C Request for Tax Transcripts
- Complete Income
 - Review AUS for requirements
 - Pay stubs (as required by AUS/investor)
 - W-2s/1099s (as required by AUS/investor)
 - Tax returns (as required by AUS/investor)
 - Tax transcripts
 - Income Worksheet
- Complete Assets
 - Review AUS for requirements
 - Asset statements (as required by AUS/investor)
- Complete Credit
 - Review AUS for requirements
 - Credit report
 - Bankruptcy and foreclosure documentation (all schedules, if applicable)
 - Divorce decree, separation agreement or parenting plan (if applicable)
 - Credit letters of explanation (for AKAs, address variations, inquiries, derogatory accounts, etc.)
- Complete Collateral
 - Review AUS for requirements
 - Sales contract & all addenda (if applicable)
 - Closing/funding dates in Encompass

- USPS search
- Property inspection waiver (if granted) or appraisal (if completed)
- Title Documents
 - Preliminary with 24-month chain of title and plat map
 - Closing protection letter
 - Wire instructions
- FHA Loans
 - Signed application addendum (92900A)
 - CAIVRS
 - Case Query
 - Case Assignment
 - Non-borrowing spouse credit (if in a community property state)
- FHA Refinances
 - Payoff statement
 - Refinance authorization
 - Maximum mortgage calculation worksheet (if Streamline)
 - Net tangible benefit worksheet (if Streamline)
- Other
 - Fraud guard (address findings)
 - File contacts (including agent and title license numbers)
 - Notes for the underwriter (milestone comments or conversation log)
 - Clean up eFolder for duplicates and documents not being used.
- Condominium documents
- New construction documents
- DPA requirements (e.g. household income requirements, targeted area, max DTI)