

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
- VA Loans
  - CAIVRS
  - Certificate of eligibility (COE)
  - Case number
  - Non-borrowing spouse credit (if in a community property state)
- VA IRRRL
  - IRRRL case
  - Payoff statement
  - Worksheet
- 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)