

Loan Number: _____ Loan Open date: _____ COE date: _____

Borrower: _____ Matches ID & Purchase contract

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Check Application # 2

____ E-Consent Date rcvd: _____

____ Intent to Proceed Date rcvd: _____

____ Retrieve/Split Generated Disclosures

Disclosed within 3 days of RESPA?

Property Address: _____

Property Type: _____ SFR _____ PUD (1-4 units) _____ **Condo** ***IF CONDO - ALERT YOUR PROCESSOR**

Type of Loan: _____ FHA _____ Conventional _____ VA _____ ITIN _____ Brokered **with:** _____ DPA _____ Grant

Term: _____ 30 _____ 20 _____ 15 _____ 10

Amortization: _____ Fixed _____ ARM

Loan Program: _____

Occupancy: _____ Primary _____ Secondary _____ Investment

Purpose: _____ Purchase _____ Refi

____ USPS

____ County Property and Tax Search

____ NMLS Documentation

Flood Certificate

Life of Loan Flood Determination – Zone _____

(Section D= "YES" Flood Insurance required)

Flood certificate & Flood Hazard Notice must be sent to the borrower - 10 day waiting period

Case Number Assignment

____ VA COE (pull from VA portal for the auto-generated COE)

____ **VA Case Assignment** Case # _____

____ Clear CAIVRS ****must be clear CAIVRS OR additional documentation IS required****

____ Verify Loan Purpose

____ Purchase

____ REFI -- **IF Rate/TERM this is a FULL Qual & a NEW case # must be pulled** – (only Streamlines use the existing case #)

____ Condo Approval

Perform tasks below in the order listed

Visit FHA CONNECTION

____ FHA Case Query for Address

____ FHA Case Query for Social Security

____ Condo Approval -

____ Verify Loan Purpose

____ Purchase

____ REFI -- **IF Rate/TERM this is a FULL Qual & a NEW case # must be pulled** – (ONLY Streamlines use the existing case #)

Order Additional Services > FHA Connection – Case Number Assignment thru Services Tab "Additional Services"

____ **FHA Case Assignment** Case # to be entered in the FHA Management Screen:

____ Names entered MUST match the ID

____ Clear CAIVRS -for both FHA/VA

VA Case Assignment/Appraisal request to be uploaded correct place-holder

File Contacts

____ Add Buyers Real Estate Agent all fields to be completed (email/phone and both license)

____ Add Listing Real Estate Agent all fields to be completed (email/phone and both license)

____ Add Sellers

MUST BE VETTED

****See PMG Cafe**

If not Date of Request : _____

____ Add Title Company _____ Vetted/Approved Vendor? Vetting Request Date: _____

____ Add Escrow Company (DRY) _____ Vetted/Approved Vendor? Vetting Request Date: _____

____ Add Attorney (WET) _____ Vetted/Approved Vendor? Vetting Request Date: _____

Title/ Escrow

Date ordered: _____

____ Prelim/Commitment _____ Plat Map _____ Chain of Title _____ Closing Protection Letter

____ Settlement Statement _____ Wire Instructions _____ EMD (if P) _____ Payoff Statement (if refi)

____ Title/Escrow Co License No _____ Title/Escrow Agent and Lic No _____ Escrow Instructions _____ E&O

____ Survey for FL/TX only (excluding condos)

Appraisal Request

Ordered Date _____ Sales Price \$ _____

____ Uploaded Purchase Contract, with all counters and addendums in numerical order (make sure all ages are legible)

____ Verify Property Type

____ Condo - 1073

____ 1007 (Rent Schedule) & 216 (Income and Operating) forms are needed if investment property

Data Verify /Drive Report

Fraud Alerts

____ SSN Validation review for Fraud Alerts: **High Risk Fraud Alert: NONE**

____ NPS Credit & SSN Validation (if necessary)

____ URLA Part 2 Data Entry to be completed for all employers

4506C Request

____ Cross reference the following on the W2/1040 and 4506-C request form:

____ Name

____ Address

____ Revise 4506-C if needed and send to borrower

Date of request: _____ Follow-up Date: _____

____ Revise 4506-C if needed and send to borrower

____ Order Verifications 4506T/SSA

1040's Borrower 1: _____ 2020 _____ 2019

Borrower 2: _____ 2020 _____ 2019

1065/1120 if applicable-Processor to determine

Verification of Employment

____ Reverse Lookup

____ VOE screen to be fully executed

BORROWER 1

VOE 1

Name of employer _____

Date Ordered: _____

Follow Up: _____

____ Self Employed (25% ownership?)

____ Retired

VOE 2

Name of employer _____

Date Ordered: _____

Follow Up: _____

BORROWER 2

VOE 1

Name of employer _____

Date Ordered: _____

____ Self Employed (25% ownership?)

____ Retired

Follow Up _____

VOE 2

Name of employer _____

Date Ordered: _____

____ Email to LO and Processor

____ Add notes to Set Up Milestone Comments

____ Set up Task / Calendar Reminders for every 2 days until items are received

____ Include Transmission Receipts for WVOE (fax cover/email)

Notes for Follow up

1. _____
2. _____
3. _____
4. _____
5. _____