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	Survey for FL/	ΓX only (excludir	ng condos)				

Appraisal Request				
Ordered DateSales Price \$				
Uploaded Purchase Contract, with all count	ters and addendums in numerical order (make sure all ages are legible)			
Verify Property Type				
Condo - 1073				
	perating) forms are needed if investment property			
	por a			
Data Verify /Drive Report				
Frau	d 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 W2/10	40 and 4506-C request form:			
Name	·			
Address				
Revise 4506-C if needed and send to borrow	/er			
Date of request:	Follow-up Date:			
Revise 4506-C if needed and send to borrow				
Order Verifications 4506T/SSA				
1040's Borrower 1: 2020 2019				
Borrower 2: 2020 2019				
1065/1120 if applicable-Processor to de	etermine			
Verification of Fourteenant				
Verification of Employment				
Reverse Lookup				
VOE screen to be fully executed				
BORROWER 1	VOTA			
VOE 1	VOE 2			
Name of employer	Name of employer			
Date Ordered:	Date Ordered:			
Follow Up:	Follow Up:			
Self Employed (25% ownership?)				
Retired				
BORROWER 2				
VOE 1	VOE 2			
Name of employer	Name of employer			
Date Ordered:	Date Ordered:			
Self Employed (25% ownership?)				
Retired				
Follow Up				
· 				
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)				
miciade transmission Receipts for WVOE (fa.	k covery emaily			
Notes for Fallers				
Notes for Follow up				
4				
1				
2				
3				
4				
5.				