



Loan Submission Form

SELLER INFORMATION				
DATE		SELLER NAME		
LOAN OFFICER		PHONE	EMAIL	

BORROWER INFORMATION				
BORROWER NAME		CO-BORROWER NAME		
CITIZENSHIP	US Citizen/Permanent Resident Alien	Non-Permanent Resident Alien	ITIN	Foreign National
			CREDIT SCORE	

LOAN INFORMATION							
PROPERTY ADDRESS				CITY, STATE*, ZIP			
LOAN PROGRAM							
VALUE/ SP		RATE		LOAN AMOUNT		LTV	
TRANSACTION	Purchase Rate/Term Cash-out Streamline	OCCUPANCY		Primary 2nd Home Investment	PROPERTY TYPE		Single Family 2-Unit 3-4 Unit Condo Non-Warr Condo Rural Property Leasehold
PROGRAM	FHA AGENCY - FNMA/FHLMC DSCR JUMBO VA	CHARACTERISTICS		Limited Tradelines First-Time Homebuyer Non-Occupant Co-Borrower Interest Only	PRODUCT		

INCOME ANALYSIS			
FULL DOCUMENTATION	Wage-Earner Self-Employed Fixed Income 1-Year Alt Doc OTHER:	OTHER INCOME DOCUMENTATION	Asset Utilization DSCR >- 1.0 DSCR < 1.0 12 Month Profit & Loss Statement
PERSONAL BANK STATEMENTS	24-mo Personal Bank Statements 12-mo Personal Bank Statements 1099(s) used in lieu of statements? <u>Calculation Method</u> Personal Bank Statement Average 1099 Gross Income Calculation	BUSINESS BANK STATEMENTS	24-mo Business Bank Statements 12-mo Business Bank Statements 1099(s) used in lieu of statements? <u>Calculation Method</u> Third-Party Prepared P&L Statement Third-Party Prepared Expense Statement Fixed-Expense Ratio of 50%

LOAN SUBMISSION REQUIREMENTS

*Complete loan packages are required at time of submission. Documents in **BOLD** must be present to move the loan to Underwriting.*

Full Doc/Alt Doc		DSCR	
<p style="text-align: center;">APPLICATION</p> <p>1008 – Transmittal Summary 1003 – Initial and Final Loan Estimate Benefit to Borrower Form*</p> <p style="text-align: center;">CREDIT</p> <p>Credit report VOM/VOR and/or canceled rent checks Credit explanation letters* Complete bankruptcy papers* Divorce decree or separation agreement*</p> <p style="text-align: center;">INCOME</p> <p>Paystubs (most recent) OR 12- or 24-months bank statements* W-2s or 1099s* 2 months business bank statements (for personal bank stmt program)* Income calculation worksheets P&L or Expense statements* Self-Employed Business Narrative Form Complete personal tax returns* Complete business tax returns* Written Verifications of Employment* IRS transcripts* Award letters* Lease agreements* Verification of PITIA for other REO*</p>	<p style="text-align: center;">ASSETS</p> <p>Asset statements Retirement or investment statements* Large deposit verification* Gift documentation* Earnest money verification *</p> <p style="text-align: center;">PROPERTY</p> <p>Appraisal (original PDF)</p> <p>Purchase agreement and addendums* Appraisal review product* HOA cert and condo documentation*</p> <p style="text-align: center;">TITLE/COMPLIANCE</p> <p>Preliminary title policy Tax cert Flood cert Hazard and/or flood insurance Fraud Guard/Loan Safe Report Mavent/Compliance Report MERS</p> <p style="text-align: right;">* = If applicable</p>	<p style="text-align: center;">APPLICATION</p> <p>1008 – Transmittal Summary 1003 – Initial and Final</p> <p style="text-align: center;">CREDIT</p> <p>Credit report VOM/VOR and/or canceled rent checks Credit explanation letters* Complete bankruptcy papers* Divorce decree or separation agreement* Leases Payoff statements</p> <p style="text-align: center;">ASSETS</p> <p>Asset statements * Earnest money verification *</p> <p style="text-align: center;">LLC - Borrower</p> <p>Articles of Incorporation Certificate of Good Standing Incumbency/Signing Authority Operating Agreement</p>	<p style="text-align: center;">PROPERTY</p> <p>Appraisal (original PDF)</p> <p>Purchase agreement and addendums* Clear Capital CDA (or comparable product) OR 2nd Full Appraisal for loan amounts >\$2,000,000 Comparable Rent Schedule (1007) HOA cert and condo documentation*</p> <p style="text-align: center;">TITLE/COMPLIANCE</p> <p>Preliminary title policy Tax cert Flood cert Hazard and/or flood insurance Fraud Guard/Loan Safe Report MERS</p> <p style="text-align: center;">OTHER</p> <p>Business Purpose and Occupancy Affidavit</p> <p style="text-align: right;">* = If applicable</p>

COMMENTS/NOTES TO UNDERWRITING