

# Loan Submission Form

FHA SPONSOR NUMBER: 24751-0000-5  
VA SPONSOR NUMBER: 902324-00-00



## BROKER INFORMATION

COMPANY	ACCOUNT EXECUTIVE
LOAN OFFICER	LOAN OFFICER'S PHONE
LOAN OFFICER'S EMAIL	
PROCESSOR	PROCESSOR'S PHONE
PROCESSOR'S EMAIL	

LENDER PAID COMPENSATION \_\_\_\_\_ % BUYOUT UNDERWRITING FEE: YES   
+  THIRD PARTY PROCESSING \$ \_\_\_\_\_  BORROWER PAID COMPENSATION \_\_\_\_\_ NO

## BORROWER INFORMATION

BORROWER	EMAIL
CO-BORROWER	EMAIL

## PROPERTY INFORMATION

PROPERTY ADDRESS \_\_\_\_\_

CITY	STATE	ZIP
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### Property Type

SFR  CONDO DETACHED  CONDO HIGHRISE  MANUFACTURED  
 PUD  CONDO ATTACHED  UNITS # \_\_\_\_\_

### Occupancy

PRIMARY  INVESTMENT  
 2<sup>ND</sup> HOME

## LOAN INFORMATION

### Loan Purpose

PURCHASE  
 REFINANCE

### Prequalification Letter

PREQUALIFICATION LETTER REQUESTED

PROPERTY VALUE \$ \_\_\_\_\_

PURCHASE PRICE \$ \_\_\_\_\_

EST. CLOSING DAY \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

CLOSE OF ESCROW DATE (IF APPLICABLE) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

## PROGRAM DETAILS

### Loan Product - Government Programs

<input type="checkbox"/> FHA	<input type="checkbox"/> FHA STREAMLINE	<input type="checkbox"/> VA
<input type="checkbox"/> FHA 203K LIMITED	<input type="checkbox"/> NON-CREDIT QUALIFYING	<input type="checkbox"/> VA IRRRL
<input type="checkbox"/> FHA 203K STANDARD	<input type="checkbox"/> CREDIT QUALIFYING	<input type="checkbox"/> USDA
<input type="checkbox"/> FHA SIMPLE	<input type="checkbox"/> FHA 203(b) REO REPAIR	<input type="checkbox"/> USDA PILOT
<input type="checkbox"/> FHA \$100 DOWN	ESCROW	

### Rate Type

#### FIXED

30 YEAR  
 25 YEAR  
 20 YEAR  
 15 YEAR

### Loan Product - Conventional Programs

<input type="checkbox"/> CONVENTIONAL CONFORMING	<input type="checkbox"/> TEXAS HOME EQUITY 50 (a)(6)
<input type="checkbox"/> HIGH BALANCE	<input type="checkbox"/> DU REFI PLUS
<input type="checkbox"/> FREDDIE MAC OPEN ACCESS	<input type="checkbox"/> FANNIE MAE HOMEReady
<input type="checkbox"/> LENDER PAID MORTGAGE INSURANCE (LPMI)	<input type="checkbox"/> FREDDIE MAC HOMEPOSSIBLE/ADVANTAGE

### Loan Product - Non-Prime Programs

OTHER: \_\_\_\_\_

#### FIXED

30 YEAR

#### ARM

7/1  
 5/1

### Third Party Vendor Selection

CMS APPROVED AMC SELECTED: \_\_\_\_\_  
 TITLE COMPANY SELECTED: \_\_\_\_\_  
 ESCROW COMPANY SELECTED: \_\_\_\_\_

### Impounds

WAIVED  NOT WAIVED

## Minimum Requirements Required for CMS to Disclose the Loan Estimate

- |   |   |
|---|---|
| <input type="checkbox"/> <b>1003 signed and dated by Loan Officer</b><br><input type="checkbox"/> <b>Fee Worksheet</b><br>Title Company Used _____<br>Appraisal Management Company (AMC) Used _____<br><input type="checkbox"/> <b>VA COE (if applicable)</b> | <input type="checkbox"/> <b>Credit Report</b><br><i>*Note: Additional Info Below</i><br><input type="checkbox"/> <b>Submission Form</b> |
|---|---|

## Minimum Requirements Required for Broker to Disclose the Loan Estimate

- |  |  |
|--|--|
| <input type="checkbox"/> <b>1003 signed and dated by Loan Officer</b><br><input type="checkbox"/> <b>Fee Worksheet</b><br>Title Company Used _____<br>Appraisal Management Company (AMC) Used _____<br><input type="checkbox"/> <b>VA COE (if applicable)</b><br><input type="checkbox"/> <b>Credit Report</b><br><i>*Note: Additional Info Below</i><br><input type="checkbox"/> <b>Submission Form</b><br><input type="checkbox"/> <b>Itemized Service Provider List</b> | <input type="checkbox"/> <b>RESPA Homeownership Counseling List Disclosure</b><br><input type="checkbox"/> <b>Loan Estimate (LE)</b><br><input type="checkbox"/> <b>Borrower Notice of Intent to Proceed Form</b><br><input type="checkbox"/> <b>Borrower's Authorization and Certification Form</b> |
|--|--|

## Minimum Submission Requirements for Underwriting

- Credit report dated within 60 days of submission**
  - Mortgage only with FICOs for all FHA Streamlines and VA IRRRLs
- Credit report for non-borrowing spouse in community property states (FHA and VA only)**
  - Not required on Non-Credit Qualifying FHA Streamlines or VA IRRRLs
  - Community property states: AK, AZ, CA, ID, LA, NV, NM, TX, WA, WI
- Income (not required on FHA Non-Credit Qual Streamlines and VA IRRRLs)**
  - WAGE EARNER**
    - Current paystubs for each borrower for most recent 30 day period or minimum per AUS Findings
    - W-2's for the last two years or minimum per AUS Findings
    - For USDA - need 2 years 1040s with all schedules
    - VA Per AUS Findings
  - SELF-EMPLOYED**
    - Two years tax returns or minimum per AUS Findings
    - Two years business tax returns if > or = to 25% ownership or minimum per AUS Findings
- Two months most recent bank statements for ALL accounts listed on 1003 or minimum per AUS findings**
  - Required on FHA Streamlines and IF funds are needed to close
- Purchase Contract on purchase transactions**
- Signed 4506T (not required on Non-Credit Qual Streamlines and VA IRRRLs or if broker is providing results from Rapid Reporting or Data Verify.)**
  - \*\*ROA box C is required on all orders placed by brokers through Rapid Reporting or Data Verify.*
  - \*\*\*Fee for 4506T Processing may be passed through to the borrower(s) where permitted by agency/state regulations and with submitted invoices from CMS approved 4506T vendors.*
  - Fee not permitted on VA loans or in the following states: AL, DE, IA, MD, NJ, NY, NC, ND, OH, SC, TX, VT, WV, WY*
- Signed SSA-89 for all borrowers (can be found on our website at [www.carringtonwholesale.com](http://www.carringtonwholesale.com))**
- HUD 92900A Addendum for FHA/VA loans**
- Intent to proceed (required for all Broker approved LEs)**
- Signed Borrower's Authorization and Certification**
- Lender paid requires signed Anti-Steering**
- State Disclosures**
- FHA Case Request Form**
- E-Sign Certificate (required for all borrower signed e-disclosures. Must show the IP address)**
- Purchase Only: Either Acknowledgement of receipt or "Your Home Loan Toolkit" booklet or copy of booklet.**

## Loan Specific Requirements

### FHA STREAMLINE LOANS

- Mortgage only credit report with FICOs must rate all mortgages on the subject property
- Current Payoff / Demand Statement (for refinance transactions only)

### FHA 203(k) LIMITED LOANS

- Contractor's Cost Breakdown / bids
- Fees to be included on the LE
  - Inspection fee - \$350

### FHA 203(b) REO REPAIR ESCROW LOANS

- Fees to be included on the LE
  - Inspection fee - \$350

### FHA 203(k) FULL

- Contractor's Cost Breakdown / bids
- Fees to be included on the LE  
(All fee amounts are based on repair cost)
  - Inspection fee - \$200 - \$1000
  - Title Update fee - \$150 - \$300
  - Consultant fee - \$400 - \$1000
  - Plan Review fee - \$100 - \$200

### VA IRRRL LOANS\*

- AVM (if credit score < 640)  
*\*No AUS required*
- LIN (Add to VA IRRRL also)
- Current Payoff / Demand Statement

### VA LOANS

- Fully Executed VA Form 1880 or COE

### MANUAL UNDERWRITING

- Letter of Explanations for:
  - All derogatory credit

*Note: Broker's cover letter addressing comp factors is not required but HIGHLY suggested.*

### NON-PRIME LOANS

- Loan Estimate reflects Borrower Paid Compensation (Lender Paid Compensation is not permitted)

### SELF-EMPLOYED APPLICANTS

- 24 Months Bank Statements

### NON-PRIME ARM LOANS ONLY

- Signed Acknowledgment of Receipt that CHARM Booklet was provided within three (3) business days of Application

### NON-PRIME ARM LOANS STATE SPECIFIC REQUIREMENTS

#### CA:

- CA Comparison Table
- CA ARM Disclosure

#### DC:

- District of Columbia Application Disclosure with ARM Detail completed

#### WI:

- Wisconsin Variable Rate Loan Disclosure