

# 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	
<input type="checkbox"/> LENDER PAID COMPENSATION _____ %	Buyout Underwriting Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> THIRD PARTY PROCESSING \$ _____	<input type="checkbox"/> BORROWER PAID COMPENSATION

## BORROWER INFORMATION

BORROWER	EMAIL
CO-BORROWER	EMAIL

## PROPERTY INFORMATION

PROPERTY ADDRESS		
CITY	STATE	ZIP

### Property Type

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

### Occupancy

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

## LOAN INFORMATION

<u>Loan Purpose</u>	PROPERTY VALUE \$ _____	<u>Initial Loan Estimate (LE) disclosed by:</u> <input type="checkbox"/> CMS or <input type="checkbox"/> Broker
<input type="checkbox"/> PURCHASE	PURCHASE PRICE \$ _____	
<input type="checkbox"/> REFINANCE	EST. CLOSING DATE _____ / _____ / _____ MONTH                      DAY                      YEAR	

## PROGRAM DETAILS

### Loan Product – Government Programs

FHA     FHA STREAMLINE     VA  
 FHA 203k LIMITED     NON-CREDIT QUALIFYING     VA IRRRL  
 FHA 203k STANDARD     CREDIT QUALIFYING     USDA  
 FHA SIMPLE     FHA 203b REO REPAIR ESCROW     USDA STREAMLINE ASSIST  
 FHA \$100 DOWN

### Loan Product – Conventional Programs

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

**IMPOUNDS**     WAIVED     NOT WAIVED

### Loan Product – Non-Prime Programs

Credit Grade:     A     B     C

Primary Residence and Second Homes     Investment Properties (Grade A Only):  
Alternative Documentation:     1 Year W-2 or Tax Return  
Bank Statements:     24 Months Business     12 Months Personal     24 Months Personal

### Loan Product – Near-Prime Programs

Primary Residence and Second Homes     Investment Properties  
Full Documentation:     2 Years W-2 Income     2 Years Tax Returns  
Alternative Documentation:     1 Year W-2 or Tax Return  
Bank Statements:     24 Months Business     12 Months Personal     24 Months Personal

### Rate Type

**FIXED**    **ARM**  
 30 YEAR     7/1  
 25 YEAR     5/1  
 20 YEAR  
 15 YEAR

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## Minimum Requirements for CMS to Disclose the Loan Estimate

- 1003 with DI Addendum signed and dated by Loan Officer
- Fee Worksheet
- Appraisal Management Company (AMC) Used \_\_\_\_\_
- Credit Report \*Note: Additional Info Below
- Submission Form
- VA Certificate of Eligibility (COE) (if applicable)

## Minimum Requirements for Broker to Disclose the Loan Estimate

- 1003 with DI Addendum signed and dated by Loan Officer
- Fee Worksheet
- Title/Escrow Company Used \_\_\_\_\_ / \_\_\_\_\_
- Appraisal Management Company (AMC) Used \_\_\_\_\_
- Broker generated Intent to Proceed Form signed by Borrower
- Borrower's Authorization and Certification Form
- RESPA Homeownership Counseling List
- VA Certificate of Eligibility (COE) (if applicable)
- Credit Report \*Note: Additional Info Below
- Itemized Service Provider List
- Loan Estimate (LE)
- Submission Form
- \*\*ARM Loans – see loan specific disclosure requirements listed below

## Minimum Submission Requirements for Underwriting

- Credit report dated within 90 days of submission\*
- Mortgage only with FICOs for all FHA Streamlines and VA IRRRLs
- Letters of Explanation for all derogatory credit for Manual Underwrites
- Income (not required on FHA Non-Credit Qualifying Streamlines and VA IRRRLs)
- WAGE EARNER
- Current paystubs for each borrower or Written Verification of Employment (WVOE) or most recent W-2
- SELF-EMPLOYED
- Two years tax returns or minimum per AUS Findings
- Two years business tax returns if greater than or equal to 25% ownership or minimum per AUS Findings
- Most recent bank statement(s) or 1003 Asset section completed to reflect funds to close
- Purchase Contract on purchase transactions
- HUD 92900A Addendum for FHA/VA loans
- CMS generated Intent to Proceed Form (required for all CMS Disclosed files)
- State Disclosures
- FHA Case Request Form (if applicable)
- E-Sign Certificate (required for all borrower signed e-disclosures. Must show the IP address)
- Purchase Only: Acknowledgement of receipt or "Your Home Loan Toolkit" booklet and copy of booklet that was provided to Borrower(s).
- Anti-Steering Disclosure Signed and Dated (Locked Lender Paid Transactions Only)
- Acknowledgement of RESPA Homeownership Counseling Disclosure (Signed and dated by borrower)

## Loan Specific Requirements

### FHA STREAMLINE LOANS

- Mortgage only credit report with FICOs must rate all mortgages on the subject property

### FHA 203(k) LIMITED LOANS

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

### FHA 203(k) STANDARD LOANS

- 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

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

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

### VA IRRRL LOANS\*

- AVM (if credit score < 640)
- VA Loan Comparison Table
- \*No AUS required

### BANK STATEMENT LOANS

- 24 Months Bank Statements

### ALL LOAN PROGRAMS

- Fees to be included on the LE
- Underwriting fee - \$399
- Tax Service fee - \$85

### NON-PRIME LOANS

- Loan Estimate reflects Borrower Paid Compensation (Lender Paid Compensation is not permitted)
- 12 month Mortgage History or VOM/VOR

### NON-PRIME ARM LOANS ONLY\*\*

- Signed Acknowledgment of Receipt that CHARM Booklet was provided within three (3) business days of Application and copy of Booklet provided
- Adjustable Rate Mortgage Program Disclosure

### 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