

BROKER INFORMATION			
Company Name		Loan Officer Name	
Company NMLS #		Loan Officer NMLS #	
Contact Phone		Loan Officer Email	
3 rd Party Processor		If Yes, Processor NMLS #	
Processor Name		Processor Email	
Compensation Type		Account Executive	

BORROWER INFORMATION			
Borrower 1 Name		Email	
Borrower 2 Name		Email	
Borrower 3 Name		Email	
Borrower 4 Name		Email	
Title Only Borrower		Email	

PROPERTY & LOAN INFORMATION			
Subject Street Address			
City, State, Zip			
Value/Purchase Price		Loan Amount	
Interest Rate		LTV/CLTV	/
Occupancy		Loan Purpose	
Program		Property Type	
Loan Term		Impounds	
Doc Type		Prepay Penalty	

REQUIRED DOCUMENTATION			
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<input type="checkbox"/> 1003 Loan Application, Signed & Dated BY LO	<input type="checkbox"/> 3.4 File
<input type="checkbox"/> Broker Fee Sheet	<input type="checkbox"/> Rate Lock Confirmation, if loan is locked

Origination			
Borrower Paid Compensation			
Broker's Origination		Underwriting Fee	\$1,795
Credit Report Fee		Tax Service	\$80
3rd Party Processing Fee		Flood Cert	\$14

Required Services	
Appraisal Fee* (All Loans)	Conventional Loan Amount \$950; Jumbo \$1250

Type in Fee Name	Fee Amount	Service Providers Name & Contact Information

Prepays			
Escrow Type	Escrow Y/N	Annual Amount	Notes
Hazard Insurance			Escrows may not be waived if any of the below apply: HPML Loans
County Taxes			
Flood Insurance			
Other			

Minimum Submission Requirements for ALL Loans

Loans will be rejected for incomplete documentation (including missing signatures)

APPLICATION DOCUMENTATION		
Required		Additional Information
	Lead + Wholesale Lending Submission Form and Checklist	Optional cover letter - explain loan scenario, red flags, exception needed, comp factors, etc.
	Initial 1003(s)	<ul style="list-style-type: none">All pages, fully completed, signed/dated by LO.Intent to proceed.DSCR loans - Income/employment must be blank.
	Divorce Decree/Separation Agreement (if applicable)	<ul style="list-style-type: none">All pages, including attachments. Signed by all parties.
	Liability docs for other REO (Tax/HOI/HOA bills)	<ul style="list-style-type: none">Not required for DSCR loans.
	Evidence PITIA for all REO (Mtg stmt, ins policy, etc.)	<ul style="list-style-type: none">Not required for DSCR loans.
	Borrower Identification	<ul style="list-style-type: none">Cannot be expired.DL or state-issued ID.If perm-res, non-perm: green card or valid Visa.
	Colorado Tangible Net Benefit Disclosure	<ul style="list-style-type: none">Signed by borrower and LO prior to disclosures
	Lender Paid Comp Transactions	<ul style="list-style-type: none">Anti-Steering Disclosure (to be provided by broker)

CREDIT DOCUMENTATION		
Required		Additional Information
	Tri-merged Credit Report	<ul style="list-style-type: none">Locked or frozen credit will not be accepted.
	Borrower's Authorization	<ul style="list-style-type: none">Must be on or before the credit request date.If verbal, provide proof of conversation and auth.
	BK papers (if applicable)	<ul style="list-style-type: none">All schedules and evidence discharged.
	12mo verification of primary housing payment if not reported on credit*	<ul style="list-style-type: none">If private party, provide 12mo cancelled checks*.
	12mo cancelled checks*	<ul style="list-style-type: none">Include copy of note if available.
	ATR - DU/LP Approve/Ineligible or Refer	<ul style="list-style-type: none">Required on Full Doc only.
Recommended		Additional Information
	Letters of Explanation	<ul style="list-style-type: none">Address inquiries < 90 days, derog/disputed credit < 2 years, name, SSN, address variations.Address non-arm's length relationships (builder, developer, seller, LO, RE agent, etc.)Purpose of cash-out (DSCR must be business purpose).

INCOME DOCUMENTATION		
Required & Recommended* Per Doc Type		Additional Information
ALL DOC TYPES		
	Full documentation of non-employment income	<ul style="list-style-type: none">SSI, pension, alimony, child support, trust income, etc.
Doc 1 - Full Doc (2yrs)		
	2yrs W2s or personal returns, 1mo recent paystubs	<ul style="list-style-type: none">Wage earners only.
	2yrs personal and business returns, YTD P&L	<ul style="list-style-type: none">Self-employed only.
	4506C*	<ul style="list-style-type: none">Signed by borrower(s).
Doc 2 - Full Doc (1yr)		
	1yr W2 or personal returns, 1mo recent paystubs	<ul style="list-style-type: none">Wage earners only.
	1yr personal and business returns, YTD P&L	<ul style="list-style-type: none">Self-employed only.
	4506C*	<ul style="list-style-type: none">Signed by borrower(s).
Doc 3 - Bank Statement (12mo or 24mo)		
	12mo/24mo consecutive stmts	<ul style="list-style-type: none">Same account, all pages.
	Self-employment verification docs (if applicable)	<ul style="list-style-type: none">Verify 2yrs self-employment w/ business license(s), CPA letter, etc.For > 50% expense factor, provide CPA letter or P&L from CPA.
Doc 7 - P&L (12mo)		
	YTD P&L	<ul style="list-style-type: none">12mo from CPA.
	Self-employment verification docs	<ul style="list-style-type: none">Verify 2yrs self-employment w/ business license(s), CPA letter, etc.
	Business ownership percentage letter	
Doc 9 - DSCR		

	1007	• For unleased unit(s).
	Evidence PITIA	• For subject property.
Doc 13 - Asset Depletion (6mo)		
	6mo consecutive statements	• Same account, all pages. • Must be personal and liquid.
Doc 14 - 1099 (12mo)		
	Self-employment verification docs	• Verify 2yrs self-employment w/ business license(s), CPA letter, etc.
	1yr or 2yr 1099(s), YTD payroll check stub from 1099 source or 3mo stmts	
Doc 15 - WVOE		
	WVOE for last 2 yrs	

ASSET DOCUMENTATION		
Required		Additional Information
	2mo consecutive stmts w/in 90 days	• If business stmt, provide evidence of ownership and balance sheet.
	Balance sheet	• If using business assets for funds for closing/reserves/down pmt.
	Gift letter (if applicable)	• Evidence donor funds transferred to borrower or settlement agent.
		• Cash-out for reserves ok (except Asset Depletion and Multi-Family).
Recommended		Additional Information
	Access letter from additional parties on stmts	

PROPERTY DOCUMENTATION		
Required		Additional Information
	HOA package (if condo)	• HOA cert.
	Flood insurance	• Required if in Flood Zone A or V.
	Hazard insurance	• Replacement cost estimator.
	Full interior/exterior appraisal(s) and invoice w/in 90 days	• Required on Refi only unless ok'd by mgmt.
Recommended		Additional Information
	2 full appraisals	• For loan amount > \$2,000,000.
	1007	• Market rent survey on NOO.
	1004D/Final Inspection (if applicable)	• Condition rating C5/C6 and Quality rating Q6 unacceptable. • Min 600 sf.
	Master liability insurance	• With walls-in.
	Fidelity bond	• For projects > 20 units.
	HO-6	• If master ins does not have walls-in (bare walls is not acceptable).

SETTLEMENT AND CLOSING DOCUMENTATION		
Required		Additional Information
	Fee sheet/est. closing statement	• Impounds required for all HPML loans and loans with LTV's > 80% unless prohibited by state law.
	1031 Exchange documentation (if applicable)	• Executed agreement and settlement stmt from accommodator.
	Purchase contract	• Cannot be expired. • All pages, amendments, counteroffers, signed by all.
	Title Commitments/Texas Cash Out	Must include vesting
	Endorsements T42 and T42.1/Texas Cash Out	

Recommended		Additional Information
	Solar agreement and endorsement (if applicable)	
	CPL	• With Lead + Wholesale listed as Mortgagee.
	Payoff demand(s) w/in 30 days	
	Escrow Instructions	• If business entity, provide formation articles/agreement, tax ID #, cert of good standing.
	Preliminary title report / title commitment	• 24mo chain of title, ALTA supp for property address, plat map/survey.
	Current property tax bill	• Required on refi only.

Second Trust Deeds		
Required		Additional Information
	Mortgage Statement Coupon	
Recommended		Additional Information
	Note	