



Info Sheet - This form must be completed in order for your loan to be reviewed

<u>Purchase</u>		<u>COE Date</u>		<u>Refinance</u>	<u>Occupancy:</u>
CONV	VA	FHA	USDA	Reverse Mortgage	Other: _____

Processor: _____ Date Submitted to Processing: _____

ACC LO: _____ ACC RSM or AE: _____

LO's Phone: _____ LO's Email: _____

Borrower: _____ Co-Borrower: _____

Phone: Borrower: _____ Co-Borrower: _____

Email: Borrower: _____ Co-Borrower: _____

Property Address: _____

Escrow Officer: _____ Escrow Co.: _____ Escrow #: _____

Ph#: _____ Email: _____ Email to send docs: _____

Purch. Price / Appr. Value: _____ Loan Amount: _____ LTV/CLTV: _____

Lowest Middle Credit Score: _____

Locked? Date Locked: _____ Lock exp. date: _____ Impounds? RATE: _____

**Please provide copy of the lock*

Is there a Lender Credit? Amount: _____ **Please include lender credit form*

Banked ACC: Investor Name: _____ Program: _____

Brokering Out: Name of Investor and program number: _____

Appraisal Company to use: _____ Paid by: _____

**LO's Username/password for appraisal: _____ / _____*

Credit Company to use: _____

**LO's Username/password for credit: _____ / _____*

CHECKLIST OF DOCUMENTS TO SEND TO PROCESSING FOR NEW FILES

Note: for full Credit TBD approval provide: 1003, Credit, Full Income, Assets & the following disclosures: Credit Auth, 4506t.

- Point File via Fannie Mae 3.2
- Initial Borrower Authorization and Credit Card Authorization Disclosure
- Copy of the credit report OR Pull New Credit
- Copy of Driver's License & Residency cards
- Most recent paystubs to cover a full 30 days
- 2015/2016 W2s (please match all W2s with the employment information on the 1003)
- 2015 & 2016 Federal Tax returns for Self Employed, Corp and 2106 borrowers, all Schedules and S Corp, Corporate, K-1's, Partnership
- 2 most recent bank statements (if applicable: purchases or refi reserves) ALL PAGES
- Gift letter, proof of transfer and proof of receipt of funds by borrower
- Quarterly asset statements (only if needed for closing or reserves) 401K, Annuity, Stocks, Bonds, etc. Bankruptcy papers, Divorce papers, Child support documents
- Landlord information May need VOR if no mortgage history and file is questionable - Private Party 12 most cancelled checks for rent from borrower
- Purchase contract and all counter offers and addendums
- Estimated Hud Settlement Statement (Must Show payoff if refinancing)

Loan Originator's Signature: _____