



Checklist for Submission to Initial Underwriting

- 1) Initial 1003 completed (complete & Executed by All Parties). Only LO's signatures for Submission
- 2) Signed Credit Authorization (dated prior to Credit Report Run date) Submission
- 3) HMAC Credit Report (Non-Purchasing Spouses credit report required for FHA Loans) Submission
- 4) DU/LP with an approved eligible. Submission
- 5) Clear Copy of Social Security Card (if applicable) and Valid Photo ID
- 6) Current mortgage statement (and Copy of Note for Streamline refinances). Current mortgage statements for all properties owned by borrower, with tax and insurance bills for each property.
- 7) Paystubs (Most Recent complete 30 days, 2 paystubs for **all** jobs listed on the 1003)
- 8) W2's, or 1099's (Most recent 2 Years and **all** jobs listed on the 1003)
- 9) 1040's (Most Recent 2 Years, **all** schedules) if applicable, 1120's, 1065's, and K-1's (for Self Employed with 25% or more ownership)
- 10) Most recent copy of 2 Consecutive bank statements (all Pages) to verify Assets on 1003 & DU.
- 11) Escrow Instructions (if applicable), EMD, Est. Closing Statement with all Escrow & Title fees.
- 12) Purchase Contract, counter offers, and addendums. (If Applicable)
- 14) Prelim (Must be **less than 90 days old**) Submission
- 15) Wet Signed Borrower's Social Security Verification Form Submission
- 16) Wet or E-signed 4506-T Form by all borrowers
- 17) LO Fee Sheet Completed and Signed by (LO/AE/Manager)
- 18) **LOAN MUST PASS QUALIFIED MORTGAGE (QM)** (Safe Harbor and HPML) Submission