

Project Review Submission Request Checklist					
Submission Date:		Earliest Date (lock exp., closing date or financing contingency):			
Project Name:			Phase # or Entire:		
Project Address:				City:	
State:	Zip:	County:		Flood Zone:	
Requestor:		Email:		Phone:	
Borrower's Last Name:			Loan Number:		
Project is:		<input type="checkbox"/> Warrantable <input type="checkbox"/> Non-Warrantable		Product Type:	
<p>✓ Fast Track = PERS Approval or Non-Expired NewRez Approval for Subject Project or Phase (as applicable)</p> <p>✓ LCOR = Fannie-to-Fannie or Freddie-to-Freddie Limited Cash Out Refinance 80% LTV/CLTV or less, a Fannie/Freddie Loan Lookup printout must be provided as evidence that the underlying mortgage is owned by Fannie/Freddie.</p>					
Documents	Established Project Type S	New Construction or Phase Type R	Detached, 2-4 Unit & LCOR Type V	Cooperative	Fast Track
Submission Request Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERS Approval/Non-Expired NewRez Approval					<input type="checkbox"/>
HOA Project Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Current Budget	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
2yrs Audited Financial Statements				<input type="checkbox"/>	
Master HOA Insurance Dec Page per Project Insurance Request Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>
HO6 (when available/applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recorded Declaration/Master Deed, Bylaws, & all Amendments		<input type="checkbox"/>	<input type="checkbox"/> *		
Latest Offering Plan Amendment				<input type="checkbox"/>	
Litigation Disclosure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Appraisal (when available, N/A if PIW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> **	<input type="checkbox"/>	<input type="checkbox"/>
Flood Cert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Title Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Stock Certificate (refinance only)				<input type="checkbox"/>	
Certificate of Occupancy for Entire Project or Phase (when available)		<input type="checkbox"/>			
<p>* Provide a copy of Declaration/Master Deed and Bylaws if the project does not have a Master HOA Insurance Policy and property insurance is held by the individual unit owner. Individual unit property insurance allowed on detached without review of Declaration.</p> <p>** Appraisal for detached can be on 1073 or 1004</p>					

Please attach and email documents to: ProjectReview@NewRez.com

Subject line to contain: **{Project Name} {Borrower's Last Name} {Loan Number}**

Please note that this list only identifies basic documents required for most project reviews. Reserve studies, architect/engineer's report, preliminary title reports, among other documents not listed here may be required as applicable to certain review/project types as determined by the Project Review Department.