

## Submission Checklist

AE Name: \_\_\_\_\_  
 Broker (Company Name): \_\_\_\_\_  
 Broker LO Name: \_\_\_\_\_  
 Broker LO Email Address: \_\_\_\_\_  
 Processor Name: \_\_\_\_\_  
 Processor Email Address: \_\_\_\_\_

### Loan Information

Loan Number: \_\_\_\_\_  
 Borrower's Name: \_\_\_\_\_  
 Co-Borrower's Name (If Applicable): \_\_\_\_\_  
 Product Type: Fixed  ARM   
 Property Type: OO  Second Home  NOO   
 NY CEMA: YES  NO   
 Loan Purpose: Purchase  R/T Refi  CashOut   
 Product Type:  
 Conventional  FHA  Streamline (Credit Qualifying)  Streamline (Non-Credit Qualifying)   
 VA  IRRL  USDA  JUMBO  Jumbo Type (J/I/DREAM BIG/F/D/C/H/HIGH BALANCE EXTRA) \_\_\_\_\_

[\\*Click Here for Credit Boost Submission Form\\*](#)  
[\\*Click Here for TBD Submission Form\\*](#)

### Document Requirements & FEES

**Need Complete 1003 that includes the following:**

- Income
- Income Other (ex: 2<sup>nd</sup> job, rental income, etc.)
- 2 years of employment history
- 2 years of housing history
- Asset Details – must match or exceed AUS

**Other Required Docs:**

- Purchase Contract (if purchase)
- Current Paystub within last 60 days
- AUS Findings
- Credit Report within 90 Days
- If Self-Employed – 1040's and all schedules.  
Follow AUS on number of years

**Fees:**

- \$550 U/W & \$445 admin – CA/NV/NY/WA & Jumbo
- \$550 U/W & \$405 admin – all other states
- \$495 U/W & \$0 admin - FHA Streamline & VA IRRRL
- \$125 – TX Attorney
- \$6 Life of Loan Flood Certs (All Products)
- \$50 PIA
- \$150 CDA Fees (Jumbo Loans)
- \$225 Desk Review & Report Fee for Transferred Appraisals
- \$325 Desk Review & Report Fee for Transferred Appraisals for 2-4 units
- Tax Service Fee (Non-FHA products):
  - \$1-\$999K - \$80
  - Over \$999K - Every \$100K increase = Extra \$10