

## Submission Checklist

AE Name: \_\_\_\_\_

Broker (Company Name): \_\_\_\_\_

Broker LO Name: \_\_\_\_\_

Broker LO Email Address: \_\_\_\_\_

Broker LO Phone: \_\_\_\_\_

Processor Name: \_\_\_\_\_

Processor Phone: \_\_\_\_\_

Processor Email Address: \_\_\_\_\_

### Loan Information

Loan Number: \_\_\_\_\_

Borrower's Name: \_\_\_\_\_

Co-Borrower's Name (If Applicable): \_\_\_\_\_

Scenario Desk Ticket# (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  IRRRL  USDA  JUMBO  Jumbo Type (J/I/DREAM BIG/F/D/C/H/HIGH BALANCE EXTRA) \_\_\_\_\_

*\*For TBD & Credit Boost - See Forms in Client Library\**

## 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

### 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)
- \$150 CDA Fees (Jumbo Loans)

### 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

- \$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