Project Review Submission Checklist

Project Name:							
City:		**State:**		**Zip:**		**Earliest Date** (Lock, Close, FC)**:**	
Borrower's Last Name:				**Loan Number:**			

FastTrack =

- ✓ *Detached waivers for conventional, FHA and VA detached in Michigan*
- ✓ *Fannie/Freddie LCOR waivers*
- ✓ *Fannie/Freddie 2-10 waivers*
- ✓ *FHA Streamline Reviews / FHA Approved*
- ✓ *VA IRRRLs / VA Approved*
- ✓ *Fannie Mae Approved projects*
- ✓ *Freddie Mac Approved projects*

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.*

Smart Series = *Follow required documentation for applicable Fannie Mae Review Type. A full review is required for expanded non-warrantable eligibility.*

Documents	Established Condo or Co-op	FHA Single Unit Approval	New Construction or Phase	FastTrack: Detached, 2-10 Unit, LCOR, VA IRRRL or FHA Streamline	FastTrack: Fannie, Freddie, VA or FHA Approved
Unexpired Agency Approval					☐
FHA Case Number Assignment		☐			
Project Questionnaire	☐	☐ [1]	☐		☐ [2]
Project Questionnaire Addendum				☐ [3]	
Current Budget	☐		☐		
Master HOA Certificate of Insurance	☐	☐	☐	☐	☐
Recorded Declaration/Master Deed, Bylaws, & all Amendments		☐	☐	☐ [4]	
Litigation Disclosure (if applicable)	☐	☐	☐		
Appraisal (N/A if PIW)	☐	☐	☐	☐ [5]	☐
Flood Cert	☐	☐	☐	☐	☐
Preliminary Title Report (Lien Search for Co-ops)	☐	☐	☐	☐	☐
Certificate of Occupancy for Entire Project or Phase			☐		

<u>Established Type S or Co-op</u> column ONLY continued in addition for Co-op's:	
2 years Audited Financial Statements	☐
Latest Offering Plan Amendment	☐
Stock Certificate (refinance only)	☐
Proprietary Lease/Occupancy Agreement	☐

Please note other documents not listed here may be required as applicable to certain review/project types as determined by the Project Review Department.

Please attach and email documents to:
ProjectReview@Newrez.com
Subject line to contain: **Project Name / Borrower's Last Name / Loan #**

[1] Form HUD 9991 (Single-Unit Questionnaire). Not required to be completed by HOA or Property Manager. If a standard project Questionnaire is received, PRD will transfer the information to the HUD 9991 when requested.
[2] Required for FHA approved projects. Form HUD 9991 (Single-Unit Questionnaire). Not required to be completed by HOA or Property Manager. If a standard project Questionnaire is received, PRD will transfer the information to the HUD 9991 when requested.
[3] Condo/ Co-op Questionnaire Addendum required for LCOR.
[4] 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. Individual flood is allowed on detached and 2–4-unit projects without review of declaration.
[5] Appraisal for detached can be on 1073 or 1004.