

NON-DELEGATED CORRESPONDENT LOAN SUBMISSION FORM



Primary Contact Information

Name: _____

Phone Number: _____

Email: _____

Loan Information

Loan Number: _____

Borrower Last Name: _____

Loan Program: _____

Expected Closing Date: _____

This checklist includes the most common loan documents required to render a credit decision. Documentation not included in this checklist, but required for the loan program, must still be provided in the loan submission package. Any documentation required but missing at the time of loan submission, will result in a Suspended status and delay the credit decision.

Minimum Required Documentation for Loan Submission

When any of the minimum required documentation listed below is missing from the loan file at the time of initial submission, will result in a "SUSPENDED" status and delay the underwriting decision.

Rate Lock Agreement

AUS Findings

Initial URLA (1003)

Underwriting Transmittal Summary (1008)

Credit Report

All Credit Documentation as required per the AUS or Loan Program

All Income Documentation as required per the AUS or Loan Program

Lender Correspondent Income Worksheet

All Asset Documentation as required per the AUS or Loan Program

Purchase Agreement (if applicable)

Title Work, Prelim, Escrow Instructions, Surveys (if available)

Appraisal (if available)

All Property Documentation as required per the AUS or Loan Program

Processors Certification, Commentary, or Notes (as applicable)

Non-Delegated Underwriting Submission Checklist: *Detailed list of the most commonly required loan documentation needed to render a credit decision.*

Category	FANNIE MAE/FREDDIE MAC Document Description/Requirement
Borrower Authorization	Specific/Special/ Military Power of Attorney (if applicable)
AUS Approval	<ul style="list-style-type: none"> o Most Recent DU/LP findings o Must be Approve/Eligible or Accept/Eligible o AUS must be released to MWF
1003	Initial URLA (1003) fully completed and signed by Borrower(s)
E-consent	Electronic Document Delivery Authorization
Credit Report	Credit report - borrower(s)
Credit Documentation (as per AUS findings and/or program guidelines)	<ul style="list-style-type: none"> o Homebuyer Education Cert (if applicable) o Credit Inquiry letter for all inquiries in the most recent 120 days o Verification of Mortgage for all mortgages not reporting on credit report o Mortgage statement, property taxes, insurance and HOA dues for all REO properties owned o Divorce Decree / Separation agreement (if applicable) o LDP/GSA findings and clearance for all required agents
Income Documentation (as per AUS findings and/or program guidelines)	<ul style="list-style-type: none"> o Lender Correspondent Income Worksheet o Most recent pay stub (year-to-date and including 30 days of income) Most recent W-2(s) o Written Verification of Employment with two year breakdown: Overtime/bonus/commission/other earnings o Most recent 1040's with all schedules (if applicable) o Award letters o IRS Transcripts
Asset Documentation (as per AUS findings and/or program guidelines)	<ul style="list-style-type: none"> o Bank statements (all pages) o Earnest Money Deposit (EMD) check and/or wire with corresponding bank statements o Gift documentation: gift letter, proof of transfer from gift donor to borrower or to closing agent o 401(k), IRA or other retirement statements o Proof borrower 100% owner of business (when business funds being used) and letter from the CPA or business accountant confirming that the withdrawal will not negatively impact the business.
Purchase Agreement (if applicable)	Fully executed purchase contract with all counter-offers and/or addenda Escrow Instructions
Title Documents	<ul style="list-style-type: none"> o Preliminary title report, title commitment, title survey, or similar document o Escrow Instructions (if applicable) o Vesting
Appraisal	<ul style="list-style-type: none"> o Appraisal form per AUS o Appraisal Invoice o Paid Receipt o SSR's (FNMA/FHLMC)
Condominium Documents (if applicable)	Documents required per AUS review type and/or program guidelines
Flood Zone Determination	Flood Zone and Life of Loan Certificate
Taxes	Tax Summary Form/Tax Information Sheet
Mortgage Insurance (if applicable)	Mortgage Insurance Certificate
Property Insurance	<ul style="list-style-type: none"> o Hazard Insurance Policy (MWF as Loss Payee) o Flood Insurance Policy, if applicable (MWF as Loss Payee)