

## NON-DELEGATED MINIMUM SUBMISSION CHECKLIST

Borrower Name:	Loan Number:
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### LOAN INFORMATION

Transaction Type	Select One	Occupancy	Select One
Program	Select One	Property Type	Select One
Doc Type	Select One	Amortization	Select One

### TRID REQUIRED DOCUMENTS:

	Initial URLA Signed by MLO with NMLS ID dated within TRID timing of Initial LE (TRID timing not applicable to Business Purpose Loans)
	Credit Report (Max age of document: 120 days) Foreign National not applicable
	Purchase Contract ( <i>applicable for Purchase Transactions only</i> )
	Closing Agent Closing Disclosure/Escrow Settlement Statement and/or Initial Fee Sheet ( <i>title/escrow fee estimates required</i> )
	Initial Loan Estimate and Disclosure Package (with submission LE COC's, as applicable)

### BUSINESS PURPOSE REQUIRED DOCUMENTS:

	Initial URLA Signed by MLO with NMLS ID
	Credit Report (120 Day age of document max) Foreign National not applicable
	Purchase Contract ( <i>required for Purchase Transactions Only</i> )
	Closing Agent Closing Disclosure/Escrow Settlement Statement and/or Initial Fee Worksheet
	Initial Disclosure Package ( <i>Loan Estimates not acceptable</i> )

### REQUIRED DOCUMENTS TO PROCEED TO UW:

FLEX & AGENCY	CLOSED END 2ND'S
Non-Del Sellers Credit Credentials	Current 1 <sup>st</sup> Lien Note
Non-Del Sellers DO/DU Findings	Most Recent 1 <sup>st</sup> Lien Mortgage Statement
ITIN OBSIDIAN	
Unexpired Photo ID (US or abroad)	ITIN Letter, Card or Form
INCOME	
<b>Wage Earners – Full/Express Doc</b>	
2 or 1 Years W2(s)	
Paystubs covering 30 days (Age of doc max: 120 days)	
ITIN Obsidian: Personal tax returns (1 year Purchase/R&T or 2 years Cash Out) and WVOE (No paystubs)	
<b>1099 (Contractors) – Full/Express Doc</b>	
2 or 1 Years 1099(s)	
<b>Self Employed ≥ 25% Ownership – Full/Express Doc</b>	
2 or 1 Years Personal and Business Returns (ITIN: 1 year Purchase/R&T or 2 years Cash Out)	
<b>Bank Statements</b>	
12 or 24 Months Consecutive Personal or Business Bank Statements (Age of doc max: PRIME/PLUS, ITIN – 90 days)	
CEL Business Narrative	
<b>P&amp;L Statements</b>	
12 or 24 Months P&L Statement (End date within closing: PRIME/PLUS - 90 days)	
CEL Business Narrative	
<b>Asset Utilization</b>	
PRIME/PLUS: 4 Months Consecutive Asset Statements for all accounts listed on URLA (Age of doc max: 120 days)	
<b>DSCR</b>	
Schedule of REO (For all properties listed on URLA/Credit Report)	
ASSETS	
Prime, Plus, DSCR: 1 Mo Asset Statement to cover funds to close (Age of doc max: 120 days)	
ITIN: 2 Months Asset Statements to cover funds to close (Age of doc max: ITIN – 90 days)	

## State Specific Required Disclosures

*Additional State Specific Disclosures may still be required and conditioned for accordingly once in UW.*

NJ Mortgage Broker Disclosure
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### Documents Recommended for Efficient Underwrite:

Optional Cover Letter (Explaining loan scenario, exceptions required, comp factors, etc.)
Borrower Identification / Residency Documentation
Letters of Explanation
<b>Asset Documents</b>
EMD
Gift Letter and documents
Access Letters
1031 Exchange Documents
<b>Credit Documents</b>
12 month's Primary Housing History if not reported on credit report (VOM, 12 month's cancelled checks, VOR, etc.)
Bankruptcy Documents and Evidence of Discharge
Divorce Decree/Separation Agreement
Payoff Demand (Refinance)
REO Liability Documents (Statements, taxes, insurance, HOA, etc.)
<b>Condo Documents</b>
Condo Cert/Questionnaire
Master Insurance
Budget (if full review)
<b>Income Documents</b>
DSCR – 1007's
WVOEs
Self-Employment Verification Documents (Business License, CPA Letters, Ownership percentage, etc.)
<b>Property Documents</b>
Insurance (HOI, Flood, HO-6, etc.)
Current property tax bill
<b>Title Documents</b>
Preliminary title report