

Borrower Name:	Loan Number:
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LOAN INFORMATION

Transaction Type		Occupancy	
Program		Property Type	
Doc Type		Amortization	

DISCLOSURE ONLY Package

	URLA Signed by MLO with NMLS ID dated within 24 hours of submission (<i>TRID timing not applicable to Business Purpose loans</i>)
	Credit Report (Max age of document: CEL, Agency, Jumbo – 120 days; Jade – 90 days) Foreign National not applicable
	Purchase Contract (<i>applicable for Purchase Transactions only</i>)
	Closing Agent Closing Disclosure/Escrow Settlement Statement and/or Broker Fee Sheet (<i>title/escrow fee estimates required</i>)*

*Loan Setup will complete estimates for Recording Fees and Transfer Taxes Only (*when applicable*) per the First American Fee Calculator

REQUIRED DOCUMENTS TO PROCEED TO UW:

FLEX & AGENCY		CLOSED END 2ND'S	
	Broker's Credit Credentials		Current 1 st Lien Note
	Broker DO/DU Findings		Most Recent 1 st Lien Mortgage Statement
ITIN			
	Unexpired Photo ID (US or abroad)		ITIN Letter, Card or Form
INCOME			
Wage Earners – Full/Express Doc			
	2 or 1 Years W2(s) (Agency: Per DU; ITIN and Jumbo: 2 years)		
	Paystubs covering 30 days (Age of doc max: PRIME/PLUS, Agency, Jumbo – 120 days; Jade – 90 days)		
1099 (Contractors) – Full/Express Doc			
	2 or 1 Years 1099(s)		
Self Employed ≥ 25% Ownership – Full/Express Doc			
	2 or 1 Years Personal and Business Returns (Agency: Per DU; Jumbo: 2 years; ITIN: 1 year)		
WVOE			
	FNMA form 1005 – Verification of Employment (Age of doc max: – 90 days)		
	2 Months Recent Consecutive Bank Statements with deposit from Employer (Age of doc max: 90 days) - PRIME JADE ONLY		
Bank Statements			
	12 or 24 Months Consecutive Personal or Business Bank Statements (Age of doc max: PRIME/PLUS– 120 days; Jade – 90 days)		
	CEL Business Narrative		
	JADE: 3 rd Party prepared 12 or 24 Months P&L or Business Expense Statement Letter (CPA, Enrolled Agent, CTEC or Tax Attorney)		
	ITIN Connect: Self Employed Borrower Questionnaire and 3 rd Party Tax Preparer expense factor letter (CPA, Enrolled Agent, or PTIN)		
P&L Statements			
	12 or 24 Months P&L Statement (End date within 90 days of closing)		
	CEL Business Narrative		
	JADE: 3 rd Party prepared 12 or 24 Months P&L (CPA, Enrolled Agent, CTEC or Tax Attorney)		
	ITIN Connect: Self Employed Borrower Questionnaire and 3 rd Party Tax Preparer expense factor letter (CPA, Enrolled Agent, or PTIN)		
Asset Utilization			
	PRIME/PLUS: 4 Months Consecutive Asset Statements for all accounts listed on URLA (Age of doc max: 120 days)		
	JADE: 3 Months Consecutive Asset Statement for all accounts listed on URLA (Age of doc max: 90 days)		
DSCR			
	Schedule of REO (For all properties listed on URLA/Credit Report)		
ASSETS			
	Prime, Plus, DSCR and Jade: 1 Month Asset Statement to cover funds to close (Age of doc max: PRIME/PLUS – 120 days; Jade – 90 days)		
	Agency, ITIN, and Jumbo: 2 Months Asset Statements to cover funds to close (Age of doc max: 120 days)		

State Specific Broker Required Disclosures

Additional State Specific Disclosures may still be required and conditioned accordingly for while 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
Transferred Appraisal	
	Color appraisal in PDF format
	XML or successful SSRs
	Paid invoice
	AIR cert
	Proof of delivery to borrower
	Previous lender's ITP (Intent to Proceed) – Signed and dated by borrower (Not required on DSCR loans)
Asset Documents	
	EMD
	Gift Letter and documents
	Access Letters
	1031 Exchange Documents
Credit Documents	
	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.)
Condo Documents	
	Condo Cert/Questionnaire
	Master Insurance
	Budget (if full review)
Income Documents	
	DSCR – 1007's
	WVOEs
	Self-Employment Verification Documents (Business License, CPA Letters, Ownership percentage, etc.)
Property Documents	
	Insurance (HOI, Flood, HO-6, etc.)
	Current property tax bill
Title Documents	
	Preliminary title report