

## 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/1003
	Credit Report (Max age of document: 120 days) Foreign National not applicable
	Purchase Contract ( <i>required for Purchase Transactions only</i> )
	Initial Loan Estimate and Disclosure Package with Tracking to support within TRID compliance (prior to UW)

### BUSINESS PURPOSE REQUIRED DOCUMENTS:

	Initial URLA/1003
	Credit Report (120 Day age of document max) Foreign National not applicable
	Purchase Contract ( <i>required for Purchase Transactions Only</i> )
	Initial Disclosure Package (GFE, LE, Fee Sheet, etc., <i>TRID Tracking not applicable</i> ) (prior to UW)

### 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
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