

Minimum Requirements Required for CMS to Disclose the Loan Estimate

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|---|---|
| <input type="checkbox"/> 1003 signed and dated by Loan Officer <input type="checkbox"/> Fee Worksheet Title Company Used _____ Appraisal Management Company (AMC) Used _____ | <input type="checkbox"/> Credit Report <i>*Note: Additional Info Below</i> <input type="checkbox"/> Submission Form <input type="checkbox"/> Itemized Service Provider List |
|---|---|

Minimum Requirements Required for Broker to Disclose the Loan Estimate

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| <input type="checkbox"/> 1003 signed and dated by Loan Officer <input type="checkbox"/> Fee Worksheet Title Company Used _____ Appraisal Management Company (AMC) Used _____ <input type="checkbox"/> Credit Report <i>*Note: Additional Info Below</i> <input type="checkbox"/> Submission Form <input type="checkbox"/> Itemized Service Provider List | <input type="checkbox"/> RESPA Homeownership Counseling List Disclosure <input type="checkbox"/> Loan Estimate (LE) <input type="checkbox"/> Borrower Notice of Intent to Proceed Form <input type="checkbox"/> Borrower's Authorization and Certification Form |
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Minimum Submission Requirements for Underwriting

- 1003 signed and dated**
- Borrower's authorization and Certification**
- Credit Report dated within 60 days of submission.**
- Income** (not required on FHA Non-Credit Qual Streamlines and VA IRRRLs)
 - WAGE EARNER**
 - Current paystubs for each borrower for most recent 30 day period or minimum per AUS Findings
 - W2s for the last two years or minimum per AUS Findings
 - Two years 1040s with all schedules.
 - SELF-EMPLOYED**
 - Two years tax returns or minimum per AUS Findings
 - Two years business tax returns if > or = to 25% ownership or minimum per AUS Findings
- Purchase Agreement**
 - Short Sale Bank Approval Letter (if applicable)
- Appraisal (required for eligibility to 30 day closing promise)**
- Signed 4506T** (not required on Non-Credit Qual Streamlines and VA IRRRLs or if broker is providing results from Rapid Reporting or Data Verify.)
 - **ROA box C is required on all orders placed by brokers through Rapid Reporting or Data Verify.
 - ***Fee for 4506T Processing may be passed through to the borrower(s) where permitted by agency/state regulations and with submitted invoices from CMS approved 4506T vendors.
- Executed SSA - 89 for all borrowers**
- State Disclosures**
- Anti-steering on Lender Paid Transactions**
- DU findings finalized and assigned to CMS**
- E-Sign Certificate** (required for all borrower signed e-disclosures. Must show the IP address)
- Purchase Only: Either Acknowledgement of receipt or "Your Home Loan Toolkit" booklet or copy of booklet.**