

Loan Purchase Submission Checklist

Loan #:		Borrower Name:	
Lender Name:		Lender ID #:	
Contact Name:		Contact Phone #:	
Contact Fax #:		Contact E-mail:	
Universal Loan Identifier (ULI)			
Collateral Documents:		Credit Documents:	
Original Note		Notice of Loan Approval	
Allonge to Note		Final AUS Findings	
Mortgage/Deed of Trust (Certified Copy)		1008, 92900-LT, VA Loan Analysis or IRRRL Wkst	
Name Affidavit (if applicable)		Final 1003 (and addendums, if applicable)	
Power of Attorney (if applicable)		Credit Report & supporting documents	
Title Commitment/Binder		Verbal VOE	
Survey (if applicable)		Income calculation worksheet and income documentation	
Flood Certification		Ability to Repay Worksheet	
Special Flood Hazard Notice (if applicable)		Tax transcripts	
Hazard Insurance Policy		Asset documentation	
Flood Insurance Policy (if applicable)		Purchase Agreement (if applicable)	
Tax Information Sheet		Appraisal with legible photos and addendums	
Tax Authorization Form/Tax Option Letter (if applicable)		Final Inspection (if applicable)	
Final Closing Disclosure(s) – Seller CD		Appraisal / Valuations Acknowledgement	
Initial Escrow Account Disclosure (IEAD)		Right to Receive Appraisal Disclosure	
Escrow Waiver Form (if applicable)		Successful SSR reports from both FNMA and FHLMC (if conventional) or EAD SSR (if FHA)	
Escrow Holdback Agreement (if applicable)		Initial 1003	
Change of Servicer/Loan Transfer Notice		All Good Faith Estimates <u>or</u> Loan Estimates – Depending on application date	
First Payment Letter		Notice of Intent to Proceed	
Pay History		All Change of Circumstances (if applicable)	
W-9 Form		Initial Truth-in-Lending (if applicable) – Depending on application date	
Final Truth-in-Lending (if applicable) – Depending on application date		Homeowner Counseling Disclosure	
Notice of Right to Cancel (if applicable)		Settlement Service Provider List	
HPML – Borrower Rate Lock Agreement		IRS 4506-T (application & closing)	
Proof of UFMIP (FHA), VA Funding Fee (VA) or annual Guarantee Fee (USDA-RH)		All government disclosures (FHA, VA, USDA-RH)	
Rural Housing Form 1980-18 & 1980-21 (if applicable)		All Federal and State required disclosures	
PMI Certificate (if applicable)		Payoff statement (if refinance)	
Copy of Bailee Letter/Wire Instructions		2 nd Mortgage documentation (if applicable)	
TX 50 (a)(6) Docs		Subordination Agreement (if applicable)	
CEMA Documents		RESPA Transfer of Servicing Disclosure	
Trust Documents		Fraud Report	
Manufactured Home Docs			