



# CORRESPONDENT CONVENTIONAL UW SUBMISSION CHECKLIST

Preferred method of delivery is through Image Central on our website.  
For questions regarding that process, please contact NewRez Underwriting Support at 877-700-4622 option 4

Client Name:		Client Phone #:	
Client Contact:	Email:	Phone #:	
Additional Contact:	Email:	Phone #:	
NewRez Loan #:		Borrower Name:	
Loan Purpose: <input type="checkbox"/> Purchase   -or- <input type="checkbox"/> No Cash Out (Rate/Term) Refinance <input type="checkbox"/> Cash Out Refinance			
AUS Used: <input type="checkbox"/> DU/DO <input type="checkbox"/> LPA			
Property Type:		Project Name (Required if property type is condo):	

Delegated Clients please explain the reason for submitting to NewRez for Underwriting:

- Required UW Documents - ALL LOANS:**
- Initial & most current loan application(s) (*All demographic addenda data must be complete, with 1003 signed and dated by the loan officer*)
  - Appraisal (*if available*)
  - 1008 Transmittal Summary
  - AUS Findings – Finalized and match loan product registration (DO/DU for FNMA; LPA for FHLMC).
  - Credit Report & Supporting Documents (*must contain Fraud Check and Credit Bureau full address & phone number*)
  - Income Documentation (*as applicable to loan processing style and/or AUS Findings*)
  - Verification of Assets (*as applicable to loan processing style and/or AUS Findings*)
  - Fully Executed Purchase Agreement and Addendums (*CA provide Escrow Agreement*)
  - Income Calculation Worksheet
  - If Property is a Condo submit using guidance in the Project Review Submission Checklist [here](#)
  - Multi-State or State Required Borrower Benefit Worksheet (*all owner-occupied standard refinances*)
  - State Required Disclosures
  - Fully executed 4506-C
- \*Refer to Product Matrix at [newrezcorrespondent.com](http://newrezcorrespondent.com) for product specific documentation requirements.**