

SUBMISSION FORM

- Completely filled out with all accurate information
- Google Earth shots of the subject near and far (make sure not commercial)
- Zillow and Redfin for the subject property and primary residence (Primary Can't be listed for sale/rent)
- Property profile for the subject property and primary residence with (check ownership vs borrower and for defaults / lis pendens)

COMPLETE 1003: (PLEASE ALSO SEND IN FNM 3.4 FILE FORMAT)

- Make sure NO INCOME & NO EMPLOYMENT
- Broker and Loan Officer section complete and accurate with accurate NMLS Info (if NMLS licensed is required)

BORROWER IDENTIFICATION

- Clear copy of Borrower(s) unexpired Driver's License.
- Copy of unexpired Passport (if Foreign National)

TRI-MERGE CREDIT REPORT ON ALL BORROWER'S

- Must be dated within 60 days
- Check for mortgage lates, MOD, FC, COVID Forbearance

IF A PURCHASE TRANSACTION

- Copy of fully executed purchase agreement with all signatures, dates and addendums
- Check for Occupancy and that name on contract matches application name

IF PROPERTY IS OR IS GOING TO BE VESTED IN AN ENTITY:

If a refi, vested in corporation or trust, we need full copies of trust or corporate docs up front. If S/C corp, by-laws and minutes PLUS articles of incorporation. If LLC, articles of org and operating agreement.

AE Name: _____

Broker Name: _____

AE Signature: _____

Broker Signature: _____

Date: _____

Date: _____

